FAASafety.gov
Help Manual for Version 5.0
Federal Aviation Administration
October 1, 2006

Gold Systems Inc.

FAASafety.gov Help Manual for Version 5.0

Table of Contents

Section 1 - Overview

1.1 - Introduction

This Help Manual is intended for the use of FPMs, RFPMs, and Representatives using the FAASafety.gov site.

1.2 - System Requirements

Requirement	Description
Web Browser	Although most browsers will be able to access the site, for administrative purposes, we recommend using Microsoft Internet Explorer 5.5 or above. IE 6.0 and above is preferred. The IE browser can be downloaded for free at http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp. You must have Javscript enabled and be able to accept cookies. These features are enabled by default. These settings can be modified the advanced features under the Internet options tab. The FAASafety.gov site uses browser "cookies" to record data needed to facilitate your online session. After a certain period of time, if you don't log out, the system will automatically log you out and discard any cookies associated with your session. *The FAASafety.gov web application cookies do not store any personal information.* You should also disable any popup blocking software that you might have running. Many such utilities allow you to specify which sites are allowed to use popup windows. Simply adding FAASafety.gov to the allowed list of your utility should meet the needs for most administrative functions that require popup windows.
Internet Connection	You must have an Internet connection and have your firewall configured to allow access to the www.FAASafety.gov website and its functions.
Screen Resolution	The site is best viewed at 1024x768 screen resolution and above, although 800x600 will meet the minimum requirements.
HTML Editor	The HTML editor used for event and notice management also requires a Windows 98 or later PC running Internet Explorer 5.1 or later. The spell checking utility of the editor also requires Microsoft Word 97 or later to be installed (see the "HTML Editor" section for more information).
Adobe Acrobat	To view flyers you must have Adobe Acrobat Reader installed.

1.3 - Definitions

Administrators refer to any user that has privileges above that of an airman, mechanic, Representative, visitor, or user. FAASTeam Program Managers (FPMs), Regional FAASTeam Program Managers (RFPMs), National FAASTeam Managers (NFMs), and super users are all considered administrators in this context.

FPMs, RFPMs, and NFMs each have geographic areas of responsibility, with an FPM controlling the districts, and RFPMs controlling one of 9 national regions. The NFM has control over the entire nation. The super user will have control over all functionality. In some cases, a Representative user will be able to perform some tasks in the administrative section. An aviation Representative logically belongs below the FPM of a geographic region.

Once an administrator has logged in, they have additional navigation items available in order for them to perform their management functions. Higher levels of administrators will have more functionality available.

1.4 – Further Help and Contact Information

Many issues regarding use of the site can be resolved by reading the help text located underneath each select item. If you have specific questions that are not addressed in this manual or the help text on the site please contact:

James E. Pyles
National FAASTeam Outreach Manager (NFOM)
1020 North Flyer Way
Salt Lake City, UT 84116-2984
james.e.pyles@faa.gov
801-257-5071

Section 2 – Accessing the Administrative Sections

2.1 – Logging onto the system

Before attempting to log onto the system, you must register and be given administrative access. Please contact your supervisor to be granted permissions for your area of responsibilities. You will still be able to register and use the system, but will not be able to use the advanced features of the site until your request for administrative access has been approved and set up.

Administrative users will log onto the system from the home page located at www.FAASafety.gov. They may either log in on the left hand side or click the "Login" link in the top navigation. As seen in the image below, the login information is located on the left hand side of all pages unless you are already logged in. Administrators enter their email address and the password that they have been assigned. Passwords are case sensitive. Upon successful logon, the administrator will be presented with left hand navigation in place of the login boxes.

Upon successful logon, you will be presented with left hand navigation. This will consist of the standard user options as well as administrative tools respective to your permissions. The standard options are the same for all users, regardless of permissions. These tools allow users to change personal preferences and settings for the currently logged in user.

Administrator Status and Logout
Admin Tools
Icon Legend
Event Listings
Standard Options
Welcome to FAASafety.gov, nspm@faasafety.gov
FAASafety.gov
FAA Home | FAASTeam Home | News | About FAASTeam | Learning Center | SPANS
Search Events Published Notices My Home Account Preferences Logout
Search FAASafety.gov:
FAAST Federal Aviation Administration SAFETY TEAM
My Events
Event Management
Create a New Event
Modify or Revise an Event
Approve Events
Close Out Events
Event Template Management
Event Cost Report
Safety Counselor Reports
Event Report Builder
Notice Management
Print Budget Management
Pilot Proficiency Program - WINGS
Lendable Asset System
Consumables
User Management
Content Management
System Administration
faasafety.gov Tools
ALC Library Management
ALC Course Management
Help Reference
My faasafety.gov Home
My Events
My Proficiency
My Courses
Aviation Learning Center
FSDO Lending System
Preferences
Search All Events
Published Notices
Local Contact Information
Seminar Topic Suggestions
You are registered for the events listed below. To search for additional events, click here.
Icon Status Legend
Registration Available
Fly-in Event
Cancelled Event
Event has Passed
Map and Directions
Incomplete Event
Waiting for Approval
Waiting for Revision
Register for Event
Modify Registration
Unregister
Cancel Event
Revise Event
Modify Event
Event Registration Information
Delete Event
Approve Event
Close Event
Create Template
To modify your registration or additional attendees, click the button to the right of the event.
To unregister from an event, click the button to the right of the event.
Results 1 to 8 of 8 total
Show me 10 results per page
Date
Title and Description
Location / Distance
Monday Oct 3, 2005 12:00 am AFS07760
FAA Wings Safety Seminar
Topic: Light Out in Military Operating Areas
A "WINGS" safety briefing will be conducted by the 299th Range Control Squadron about the upcoming "Light Out" operations in Military Operating Areas (MOA's). Special Use Airspace will also discussed. The FAA has approved Military aircraft to operate with lights out while established in specifically approved Military Operating Areas(MOA's). The specific details will be discussed and questions will be answered during this safety briefing.
Orem, UT 84058 403.7 miles from 80249
Thursday Oct 5, 2006 7:00 am WP118580
24th Annual Nevada State Aviation Maintenance Seminar
Topic: Aircraft Maintenance Seminar and IA Renewal
The Annual Nevada State Aviation Maintenance Seminar has moved to a new location and time. The 24th Annual Nevada State Aviation Maintenance Seminar has moved to the Reno Hilton and the dates have changed to October 5-6, 2006. Call the Hilton at 775-789-2129 and ask for the special room rate for the AVIALL/FAA Maintenance Seminar.
Reno, NV 89595
View Map
0.25 credits
Results 1 to 8 of 8 total

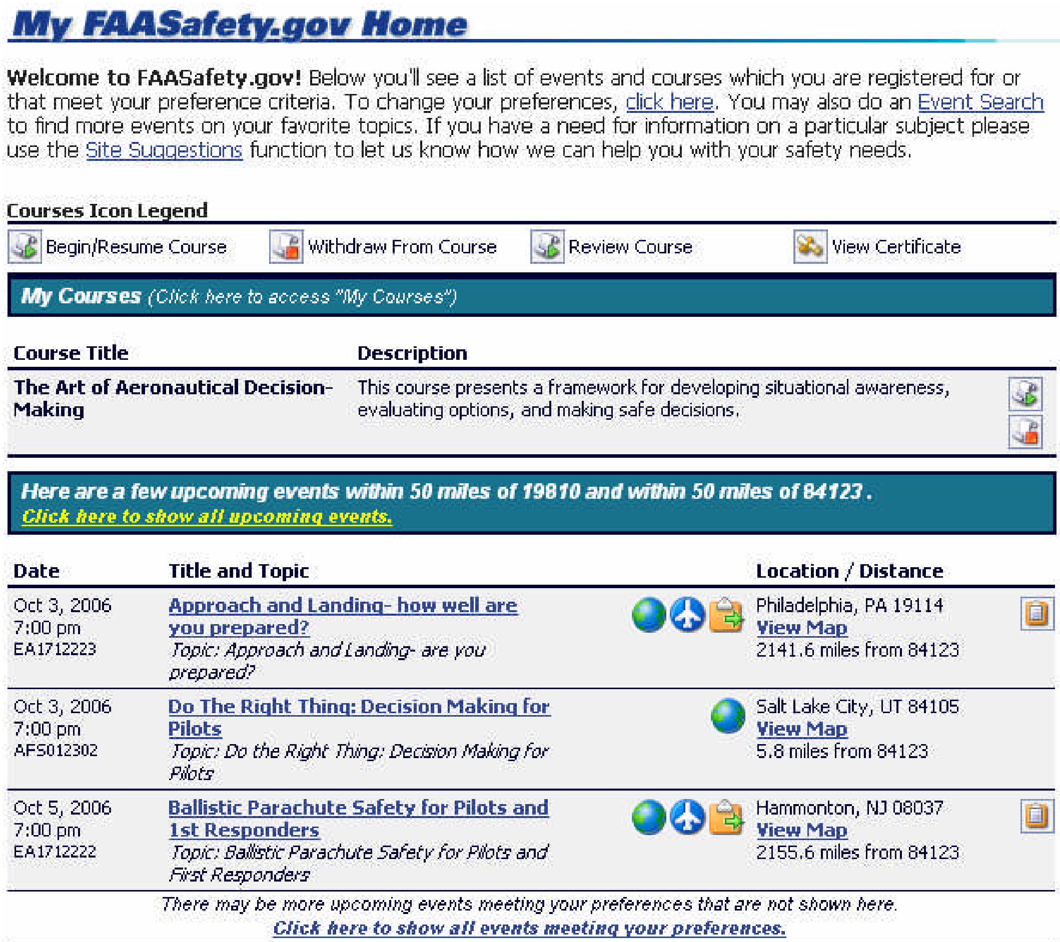
Section 3 – Administrative Navigation

Depending on the permissions assigned to your administrative account, you may have the following tools accessible to you. The administrative navigation is as follows:

The new administrative navigation uses a drop down feature. Each function is provided with a navigation header for example, Event Management, if you click on this, you will get the drop down with each of the areas you manage. This new drop down navigation provides a much more concise admin page where only the area headers are shown.

3.1 – My FAASafety.gov Home Page

The My FAASafety.gov Home page has been redesigned to list **ONLY** a few of the events with in the user's preferences. There are links so that the user can view **ALL** events that are within their preferences.



3.2 – Event Management:

Event management uses the a Text Box Editor. The only requirements for using the new Text Box Editor is having JavaScript enabled on your computer.

To access Event Management, click on the Event Management link in the left hand navigation and you will see a drop down of possible options depending upon your permissions.

3.2.1 – Create a New Event

To add a new event, click on "Create a New Event," which walks you through three pages of information you will need to specify for the new event:

Basic Event Information

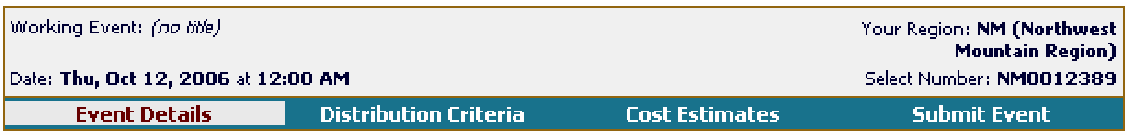
Distribution Criteria Selection

Estimate Event Costs

3.2.1.1 - Event Quick Bar

You will notice that at the top of each of the event creation screens, you will have an "Event QuickBar". This utility allows administrative users to move to any page in the event creation process without first completing previous pages, as it currently functions.

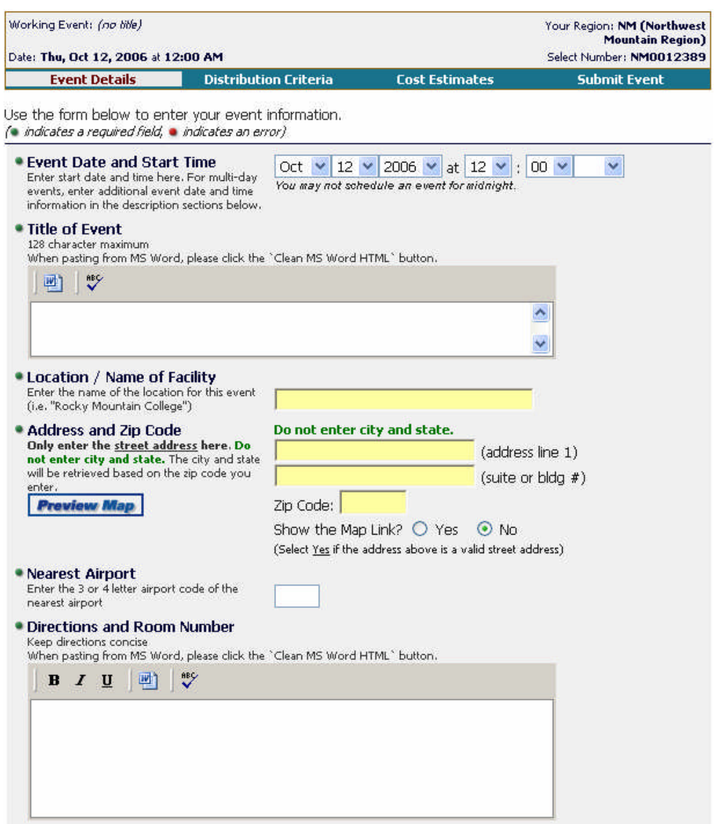
You will have the ability to link to "Event Details", "Distribution Criteria", "Cost Estimates", and "Submit Event" without first having to enter all required fields.

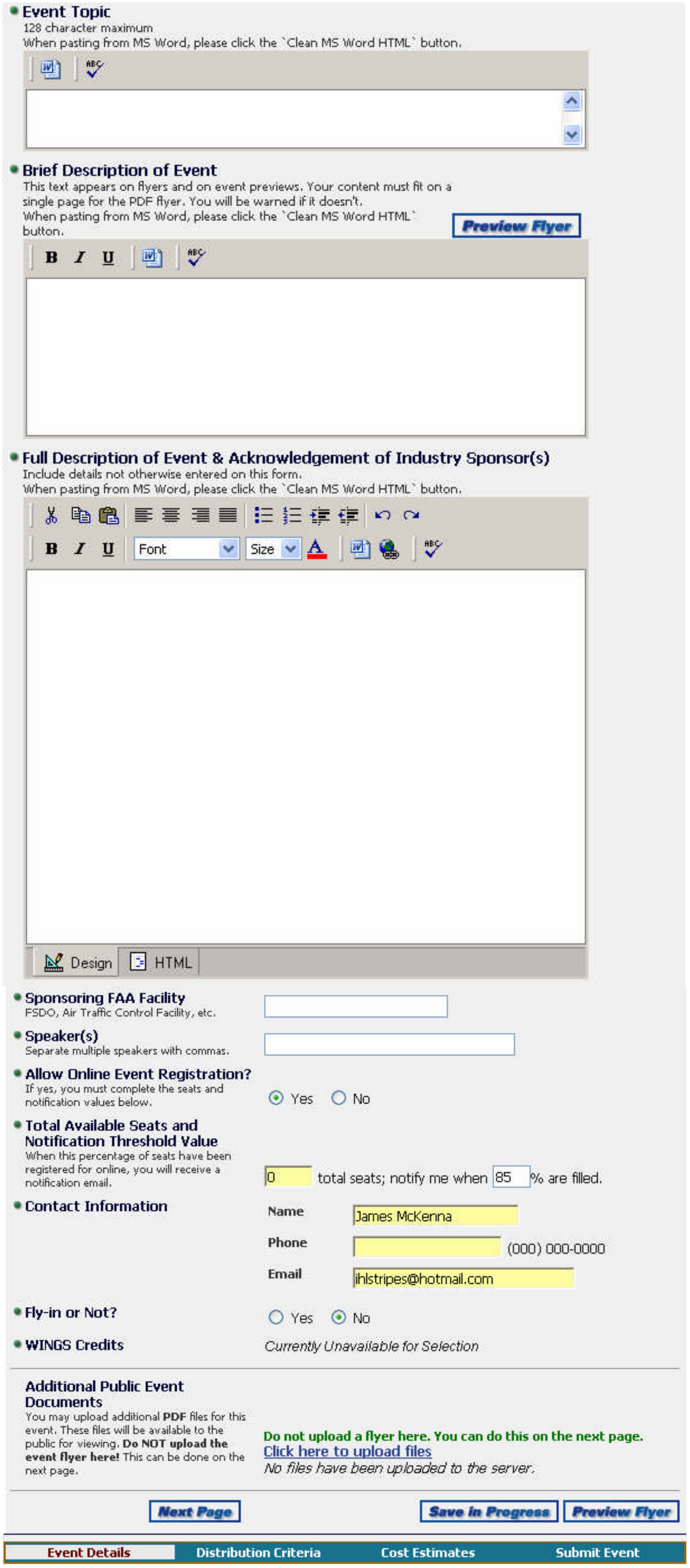


3.2.2 - New Event

The figures below show the first event creation page where you specify basic event information (you will need to scroll to the end of the event creation page to see its entire contents).

The general event information page **will not** have a default value selected for "am/pm". The event administrator must select one of the two options. If the event administrator attempts to submit the event without selecting "am" or "pm", an error will be reported.





Enter the information as requested in the fields provided.

Spell Checking and Formatting

*If you are cutting and pasting from Word, before doing any formatting of the form you need to click on the **"convert Word"** icon.

Some fields will have an icon next to them for spell checking that looks like this: . We strongly recommend that you use the spell checking utility, as it is easy to make and submit events with spelling errors. The spell checking utility works exactly like the utility that comes with Microsoft Word.

The "Directions and Room Number," the "Brief Description of Event" and the "Full Description of Event…" fields all use the HTML editor to give you some control over the text formatting. For the first two fields, the editor allows you to use bold, underlined, and italicized text that will be displayed both online and in the printed flyer. For the third field, you have more formatting options because the content will only be available online. You can copy text from a word processor and paste it into these fields. If you copy text, please be sure to use the **"convert Word"** icon, or right click in the field and use the **"Paste as Text"** option. Using **Ctrl-V** to paste is discouraged and could lead to unexpected results. You should also know that these fields are not printed on the flyers exactly as they appear on this page.

Google Map Preview

This feature allows administrators the ability to preview the map while they are creating the event. By clicking on the Preview Map button, the administrator can verify that the correct map is being displayed by Google Map and make corrections if necessary.

After clicking on the Preview Map button, a pop up screen will appear similar to below*:

*Note: the user must have pop-up blockers turned off in order for the system to provide the below screen.

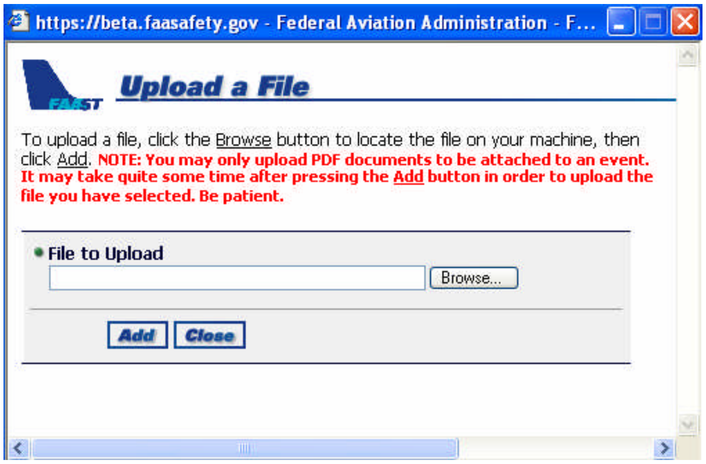
The user can then click on the link to view the Google Map map that will be provided to users accessing the site. The administrator should verify that the map is correct.

Previewing the Flyer

We strongly recommend that you preview your printed flyer (if applicable) by using the **"Preview Flyer"** button before proceeding to insure the accuracy of the flyer. A PDF version of the flyer will open in a new popup window and will be filled with the information currently on your event form. If the flyer does not look correct you should correct the content on the page and preview it again. You can also attach a custom flyer you have created (as long as you have the ability to create PDF documents). More information about this will be provided in the section that describes how to select a flyer and distribution costs.

Uploading Additional Event Documents

To upload additional documents that will be publicly accessible, you may click on the "Click here to upload files" link in the "Additional Public Event Documents" section. This will open a popup window allowing you to upload additional PDF documents that you wish to have available with your event.



Clicking the "Browse" button will bring up your local file browser so that you can select a PDF document to upload and attach to your flyer.

Note that any document you upload using this tool will be publicly available to users on the SPANS web site. If you have sensitive information that needs to be sent with a flyer, you must send it via regular email.

Saving and Continuing

After completing the basic event information, you can either click "**Next Page**" to proceed, or "**Save in Progress**" or you can **"preview flyer"** which will be sent to airmen not using the email notification system.

If you select "**Save in Progress,**" any information that has been entered in this form will be saved, but it will not be submitted for approval. You can then access this event again by clicking on the **"Modify or Revise an Event"** link from the left hand navigation. Using the "**Save in Progress**" feature will allow you to finish creating this event at a later time.

To proceed to the next step in the event process, click the "**Next Page**" button. If event information is missing or not entered incorrectly when you click on "**Next Page**" you will be allowed you to proceed and errors will be shown in red text above the fields needing correction when you submit the event for approval.

The next page is where you will provide distribution options.

3.2.2.1 - Select Distribution Criteria

How to Distribute Notifications

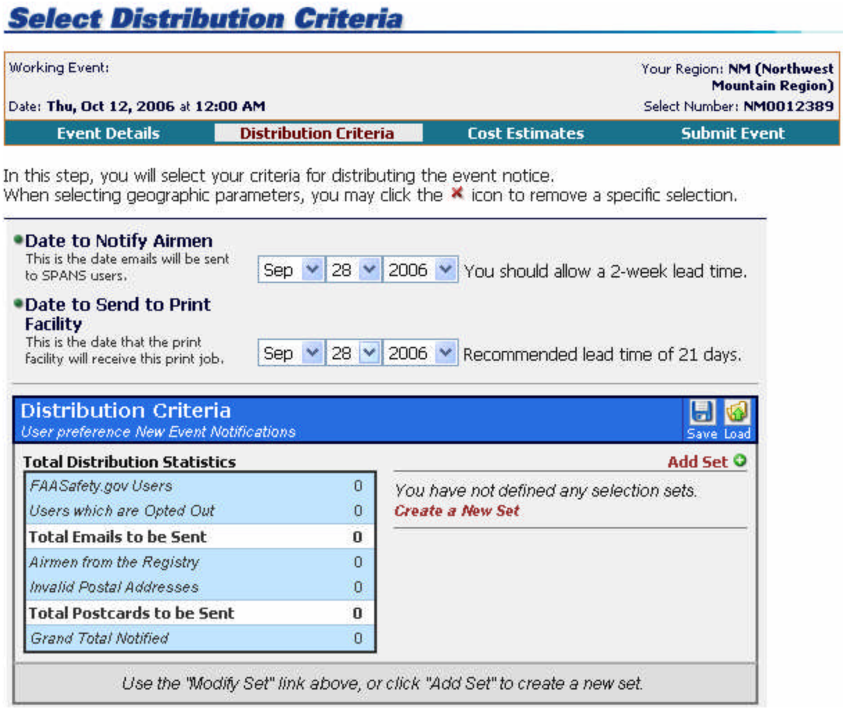
If you wish to post this information on the web only, you can skip the distribution criteria selection step and simply click on the **"Next Page"** at the bottom of the form.

Notification distribution refers to the geographical selections, user type selections, and airmen certificate selections. You will also specify how the notification is distributed, and you will have the option to provide a custom flyer.

The first items to complete on the Distribution Criteria is to select the date you want to notify airmen by also if you are sending this notification by postal mail, you must also select a date to send this information to the print facility.

The **Date to Notify Airmen** is the date that the SPANS system will send out email notifications to airmen. This is defaulted to 14 days. It is recommended that you select a date 4 weeks or more prior to the event in order to allow airmen ample time to review and sign up for the event. This option has *no effect* if you select email only as your distribution parameters.

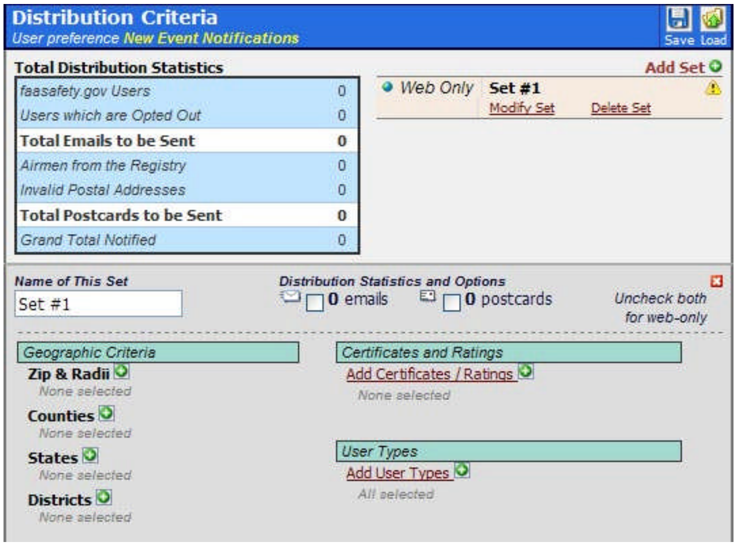
The **Date to Send to Print Facility** is the date that DAPS will be instructed to send out postal flyers for this event. This option has no effect if you select to send email notices or simply post the event on the web only. The system will require you to give the print facility a minimum of 16 days advance, it is recommended to give at least 21 days notice and the system defaults to 21 days.



After selecting the date to Notify Airmen and the Date to Send to Print Facility you can now select the distribution criteria.

Selecting Distribution Criteria

To select a distribution range, click on the **Add Set** in the upper right hand corner of the Distribution Criteria screen. You will notice that you are now presented with three criteria sections, Geographical Criteria, Certificates and Ratings, and User Types. You can also provide a name for this particular set so that it can be saved for future use. The default name will be Set #1, Set #2, etc.

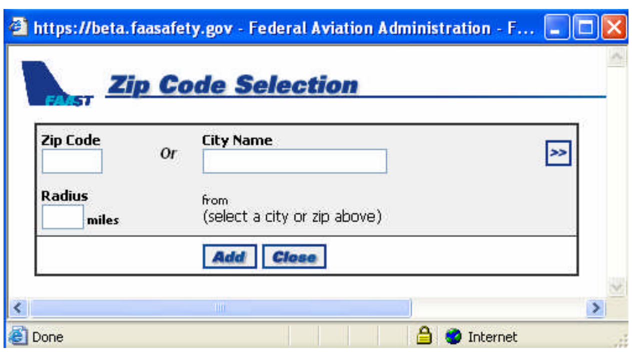


3.2.2.2 - Geographical Criteria

You can select to distribute by:

Zip Code & Radii

You have the option of selecting a zip code or City Name and a radius. If selecting a City Name you must enter the entire name and then click on the Green Arrow, this will list out possible city matches, with the corresponding zip code. You then select the city you wish and after selecting the radius you wish, click on the **ADD** button and this will modify your distribution criteria.



Counties

You also have the option of selecting counties within a state. Simply select the State from the drop down list, and then select the counties you wish to include. You can use the Shift or CTRL keys to select multiple counties then click on the **ADD** button and this will modify your distribution criteria.

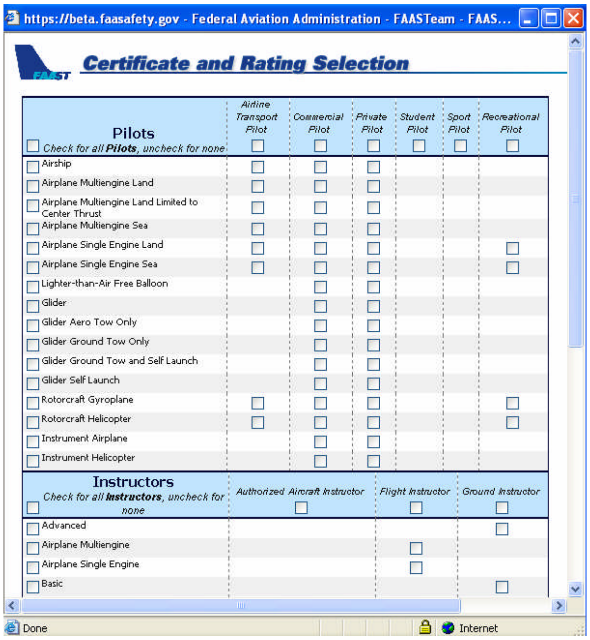
States

You also have the option of selecting an entire state. Simply select the State from the drop down list, you can use the Shift or CTRL keys to select multiple states then click on the **ADD** button and this will modify your distribution criteria.

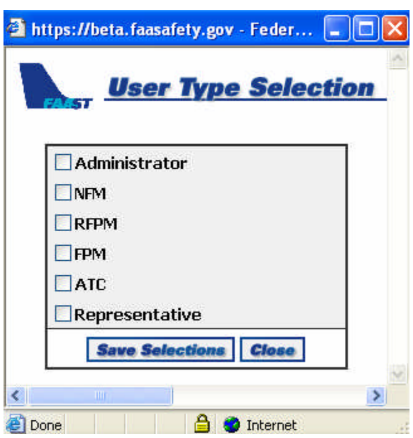
Districts

You also have the option of selecting by districts. Simply select the district from the drop down list, you can use the Shift or CTRL keys to select multiple districts then click on the **ADD** button and this will modify your distribution criteria

Certificates and Ratings
after selecting the geographical criteria you can then select the certificates and ratings. Click on the Add Certificates/Ratings and then check the specific boxes you wish to add to the distribution criteria. After you have made your selection scroll down and click on the **Save Selection** button.



User Types
If you wish to select specific user types, click on the **Add User Types** and then check the appropriate boxes, then click on **Save Selections**.

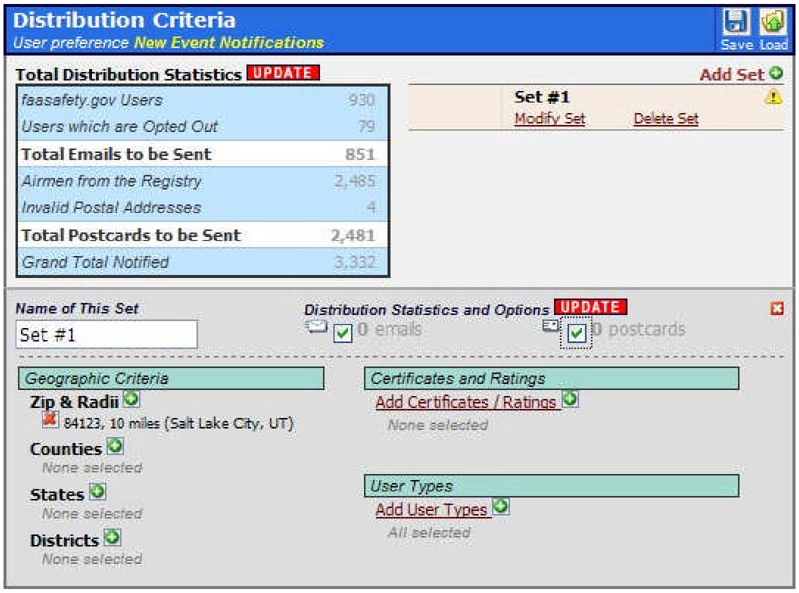


3.2.2.3 - Total Distribution Criteria (NEW)

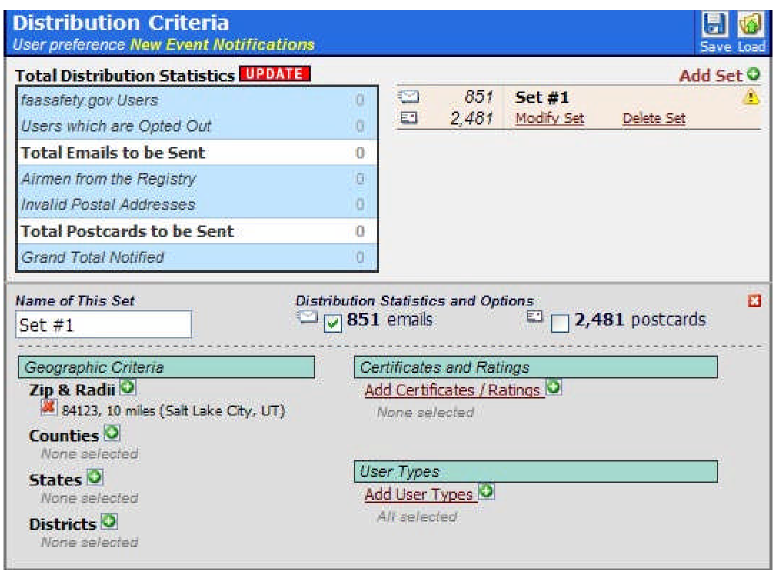
Note: The system will allow events to be created outside the creator's area. Care must be taken to monitor the number of airmen invited, and the cost involved. When the event is submitted for approval that goes outside the region, a visual indicator is given to the approver.

After selecting the distribution criteria you can now select to either send this information via email, postal mail, both or only put the information on the web.

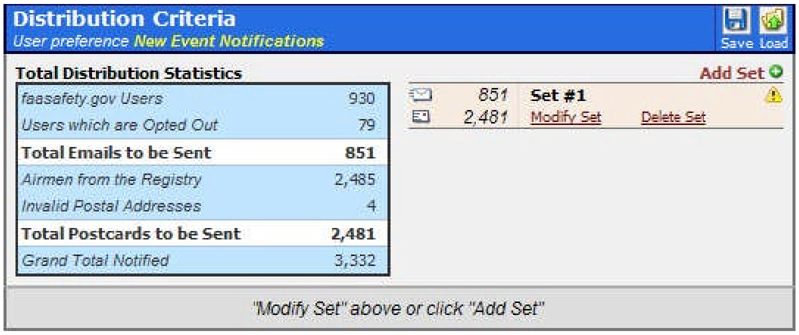
You will notice that after you select the various geographical, certificates and ratings, and user types that a red **Update** button shows up in two places, one next to the Total Distribution Criteria and one next to Distribution Statistics and Options.



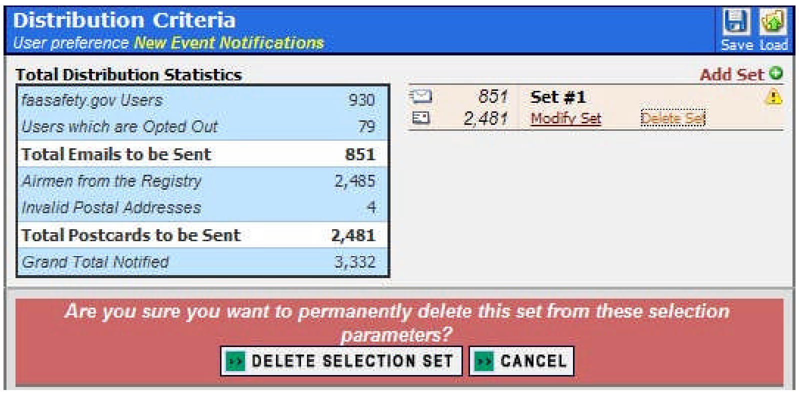
You must select emails, postcards, or both by checking in the box next to Emails and postcards and then click on the **Update** button. The system will then calculate, based on your distribution criteria, the number of emails and postal mail that will be sent.



Then you can check the distribution statistics by clicking on the **Update** button next to the Total Distribution Statistics. The system will then display the number of users that will receive email and postal mail.



You can then modify the set, add another set, or delete the current set. If you select to delete the set, you would be presented a screen where you must verify you want to delete the current set as displayed below.



If you select to **Modify** the set, you will be presented with the same option to modify the geographical criteria, certificates and ratings, user types and the option to remove the check box on emails or postcards.

If you select to **Add** another set, you will then go through the same steps you used to create the first set.

***Total Distribution Criteria Definitions**
faasafety.go Users – This is the total count of users in the database that meet the criteria you have selected.

Users which are Opted Out – This is the count of users that are in the SPANS system, but have chosen NOT to receive new event notifications on their preferences page.

Total Emails to be Sent – this is the number of users less the number of users that have opted out.

Airmen from the Registry – This is the number of airmen from the OKC database which have not provided an email address, but meet your selection criteria and will receive postcards.

Invalid Postal Addresses – This is the number of users in the system that have had postcards returned to SPANS and have been removed from the list of users to receive postcards.

Total Postcards to be Sent – this is the number of users less the number of users that have invalid postal addresses.

Grand Total Notified – This is the sum total of Emails to be Sent and Total Postcards to be Sent.

Saving and Loading Distribution Criteria

Save – This icon allows you to save distribution lists so that they can be used again at later times. This can be a big time saver if you find you are sending out notices to the same people multiple times. Simply click no the Save, provide a unique name and click no the save button. ***Please note, that only one saved set can be loaded!** If you need to load more than one set, you must do it manually by clicking on the **Add Set** button.

Load – This icon allows you to load previously saved distribution lists. Select from the list of previous saved lists and click on link and the distribution criteria will be loaded. ***Please note, that only one saved set can be loaded!** If you need to load more than one set, you must do it manually by clicking on the **Add Set** button.

Flyer Type and Cost

You will have the ability to select from either **Do not use a flyer**, a **Standard Postcard**, which is an automatically generated PDF file that will be sent with the flyer information, or upload a **Custom Postcard** that will be sent. Each of the options has an estimated print cost based on the number of flyers that would be sent from the criteria you selected above.

Selecting the "Standard Postcard" option will instruct the SPANS system to automatically create a generic PDF flyer to send to DAPS. This is the auto generated flyer. If the generic flyer is not sufficient for your needs, you can create your own PDF or Word flyer and upload it to the SPANS system in the "Custom PDF or Word Flyer" field.

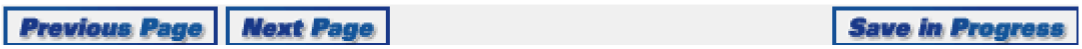
To

Note: You must have the correct SPANS generated select number on any flyer you want to upload in place of the SPANS generated post card. It is located in "green" just above the Custom PDF file box.

upload the flyer select the **"Browse"** button of the Custom PDF or Word Flyer section and select from your local computer the file to be sent. When you click the browse button, you will be directed to a folder on your computer. You can then select which file you want to upload from your computer by clicking on it. You can then double click on that file, or click on the **"Open"** button. That file will then be listed in the field.

Allocate and Unallocate Funds
After you have selected the correct flyer type, you can click on the "Allocate" button. This will allocate the funds for this particular flyer and will tie up the funds for this particular event. If at any point you would like to Unallocate funds, simply click on the Unallocate button and the funds will be removed from the Allocated Funds.

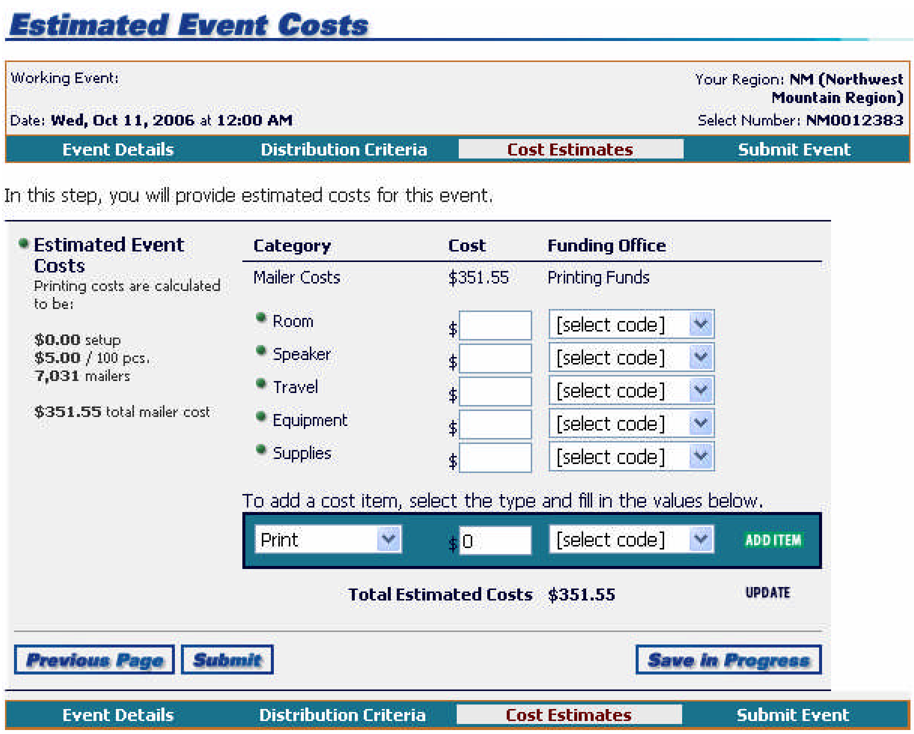
Once the **"Select Distribution Criteria"** screen has been completed, you can select the **Previous Page**, **Next Page** or the **Save in Progress** button. The Previous Page will take you to the Event Detail Page, the Next Page will continue to the next page of the process. "**Save in Progress"** will save the event information that can be returned to and finished later. If there are errors on the page, they must be corrected before continuing.



The next page of the event process is to estimate the event costs.

3.2.2.4 - Estimate Event Costs

If you click "**Next Page**" you will be taken to an Estimated Event Costs page. This page allows you to estimate the cost of the event.



You **MUST** enter an amount in each item even if the costs are zero. You will need to select a funding office even if the amounts are zero. If you leave any cost amounts blank, this page will display an error message in red indicating that must provide costs, even if they are zero.

You may add additional cost areas by using the area in green to add new items. Once you have entered the new item and cost click on the "**add item**" link. To remove additional items click the "**remove**" link.

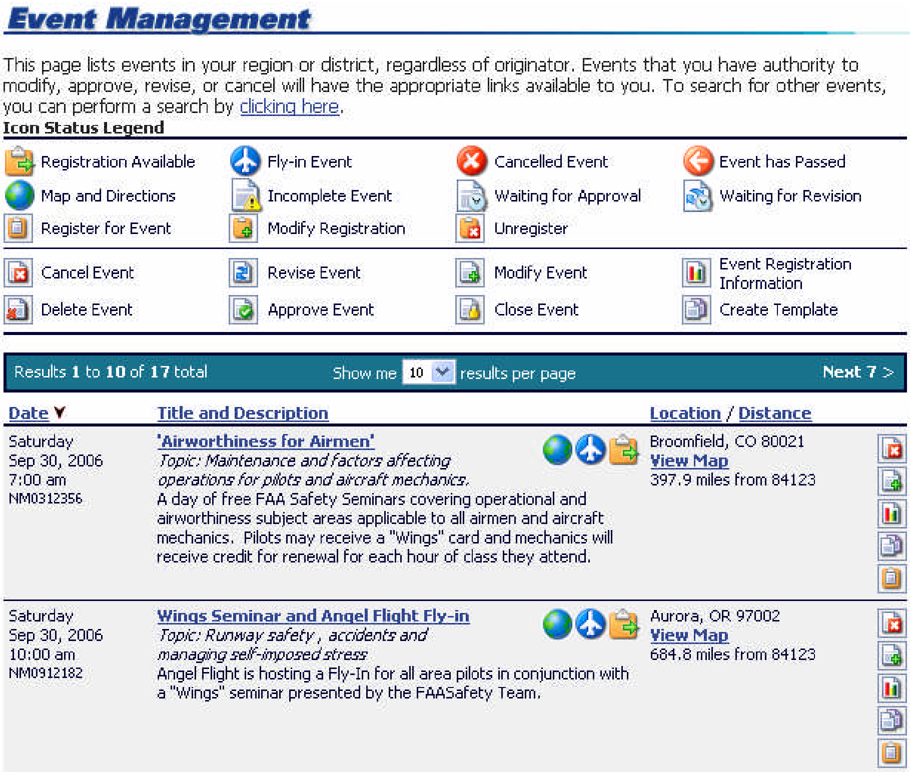
This page is the final page in the "**Add an Event**" section

Upon completion of this page, you can "**Submit"**. The event is then sent to your supervisor for approval.

After your event has been approved or declined, you will receive a confirmation email message indicating the status of this event.

3.2.3 - Modify or Revise an Event

When you click on this link you will be presented with a list of events that have been entered into the system as shown below. From this screen, depending on your permissions, you can Modify, Delete, or find the status of an event. You can also search for an event by clicking the link in the text.



Administrative Icons

The following administrative tasks can be directly accessed by clicking on the appropriate icon found to the right of the event. The icons only show up when it is appropriate, e.g. a close event icon will not show up until after the event has passed.

Cancel Event– A user with appropriate access can cancel an event. A cancellation email will be sent to all users with email that have registered online for the event. Cancellation notices will not be sent if the event is not in an approved state.

Delete Event- When you click on this icon, you will be provided the basic information about the event and then will be asked to either send out the cancellation via email or to not have the cancellation sent by email. You will then be asked to confirm the deletion of this event. The event will be set as "cancelled" and will appear as a cancelled event to airmen.

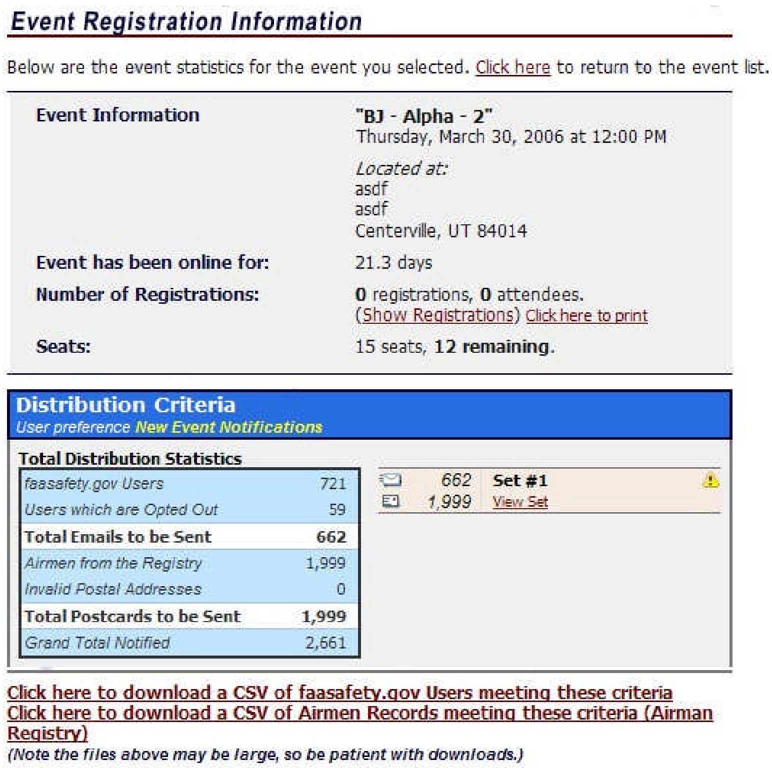
Modify or Revise Event- The revise event icon will show next to an event that has been submitted for approval, and then returned for modifications before approval is finalized. Clicking on this icon will allow you to modify the event, and see what suggestions for modification were made.

Approve an Event– Events can be created that include areas outside of the creator's district or region. Care must be taken to monitor the number of airmen being invited, as well as the costs involved. When an event is submitted for approval that goes outside of the region, a visual indication is given to the approver.

Modify Event- when you click on this icon you will be presented with the information already saved in the system for that particular event. You can then make any desired changes and save the data. Any airmen that have registered for the event online will receive a notification if time or location of event has been changed.

Close Event- The close event icon will allow a user to close an event that has already passed. The details of what is involved in closing an event are explained in the Close Out an Event section 3.2.4 below.

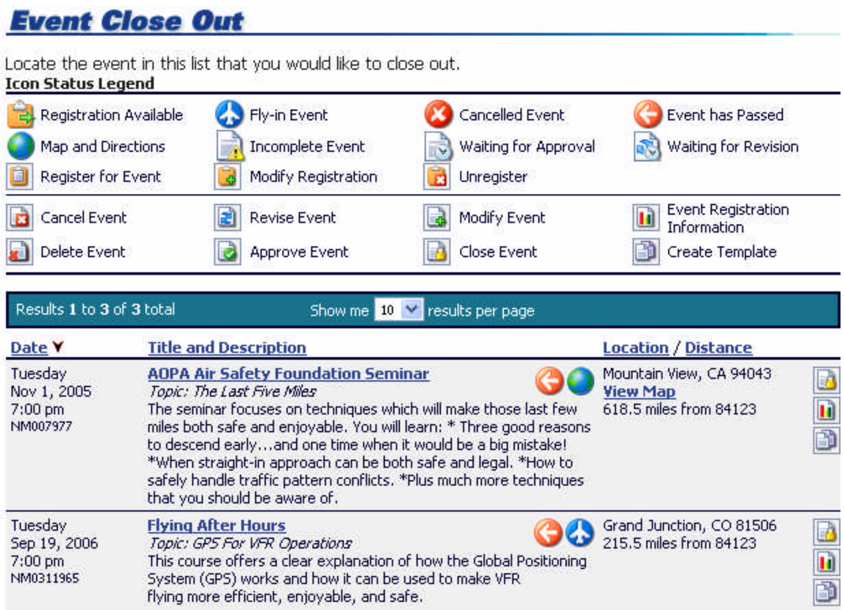
Event Registration Information- When you click on this icon, you will be provided information about the event, as seen by the Event Statistics screen.



You have the option to show the list of registrations for an event, or print the list of attendees for a given event.

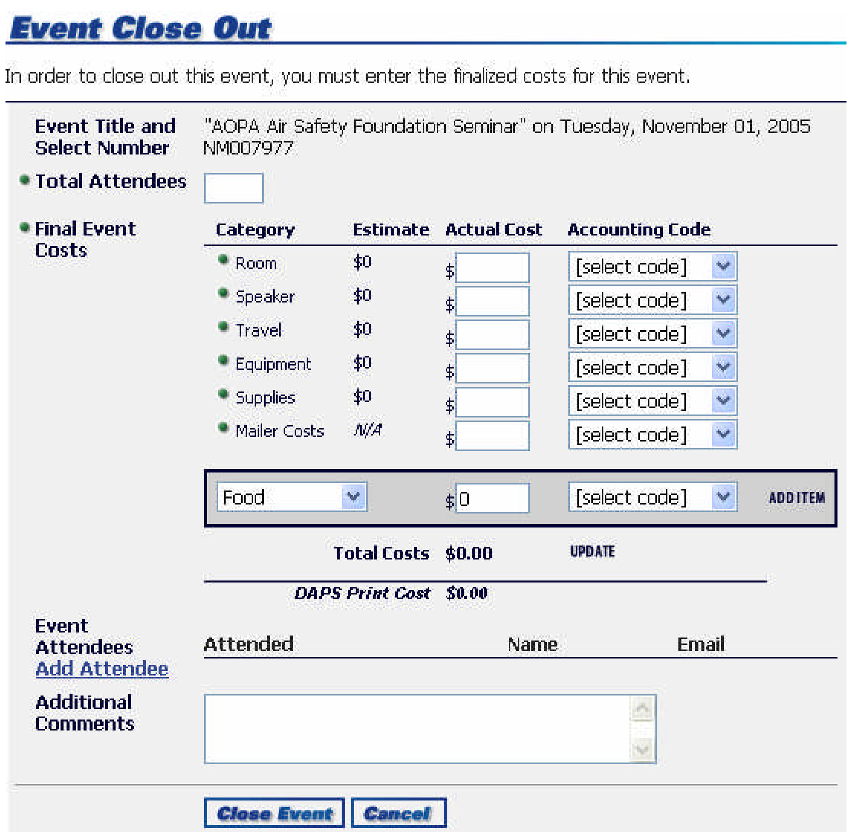
3.2.4 - Event Close Out

When you click on this link you will be able to see a list of events that are passed, but have not been closed out. You will have the following links (depending on your permissions):



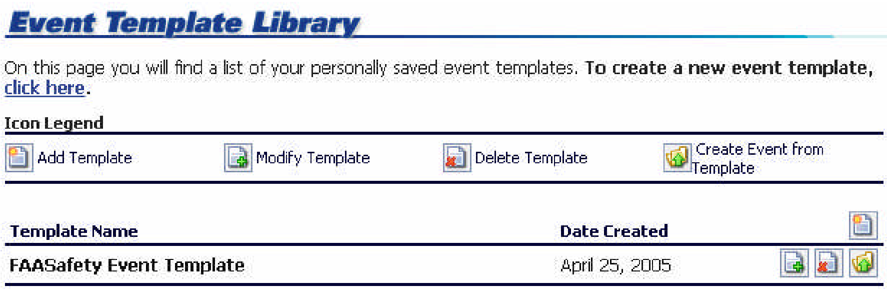
When you click on the "**Close**" link, you are presented with an Event Close Out form. You have to complete all fields on this form in order to close the event. See form below.

Once you select the event to close out you must enter the actual costs associated with the event. Each field must be entered to close out the event. When completed, clicking "**Close Event**" will save the data and close the event.



3.2.5 – My Event Templates

Templates can be created for Events. Common event locations, directions, topics, descriptions, etc. can be saved, greatly reducing the time to create similar events.



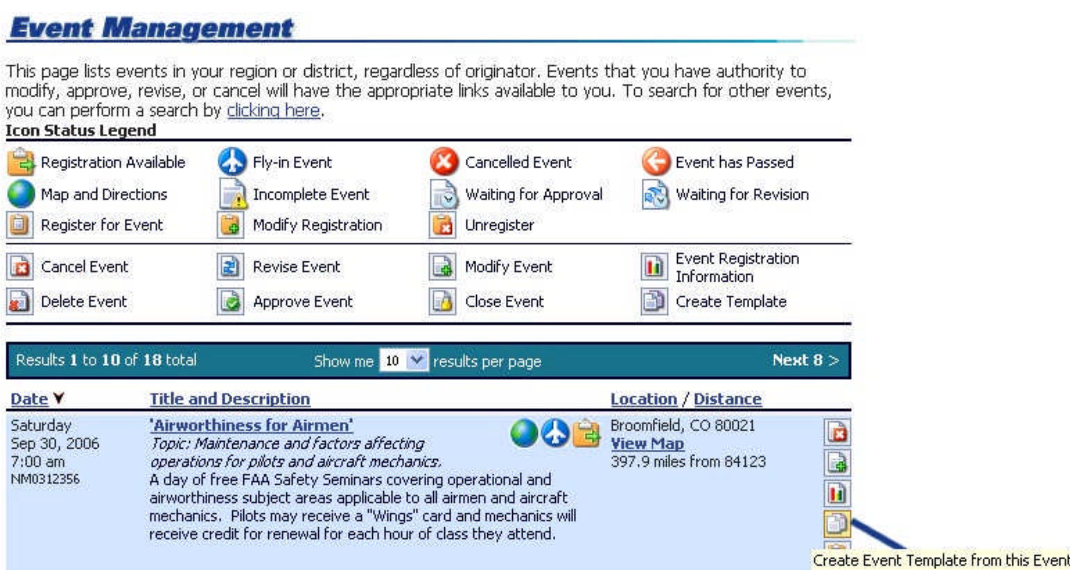
To create a new template you can click on the text link in the instructions, or on the "+" symbol to the right of the template list.

Once one or more templates exist, each one will have to option to modify it allowing new changes to be made. Any template in the list will also have an icon to delete it, and an icon to create a new event using the template.

This screen allows you to create an event template. Once you have given the event template a name, you can fill out any fields as you normally do when creating an event that you feel will be the same in multiple events. Any fields you believe will change frequently can be left blank and filled out on an individual basis as the actual events are created.

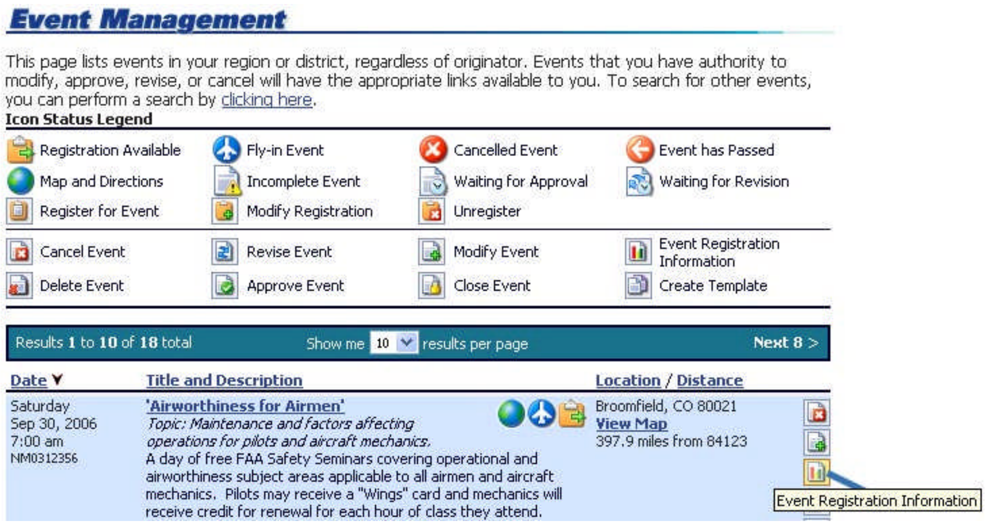
3.2.6 – Event Template Enhancements

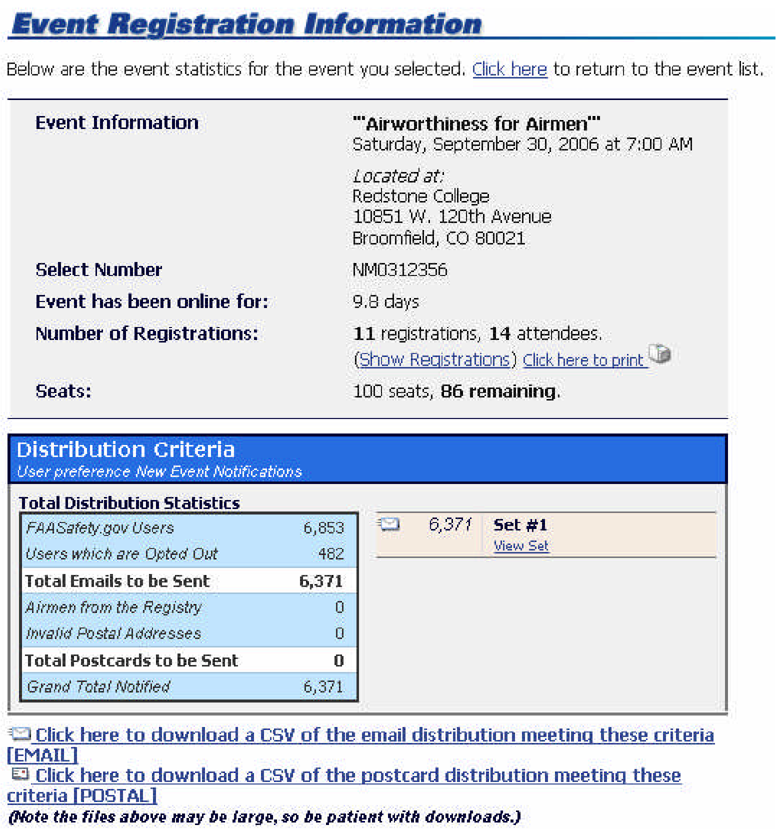
Event templates will now be able to be created from currently in-progress or saved incomplete events. This can be created by simply clicking on the Create Template Icon on any event that has been saved.



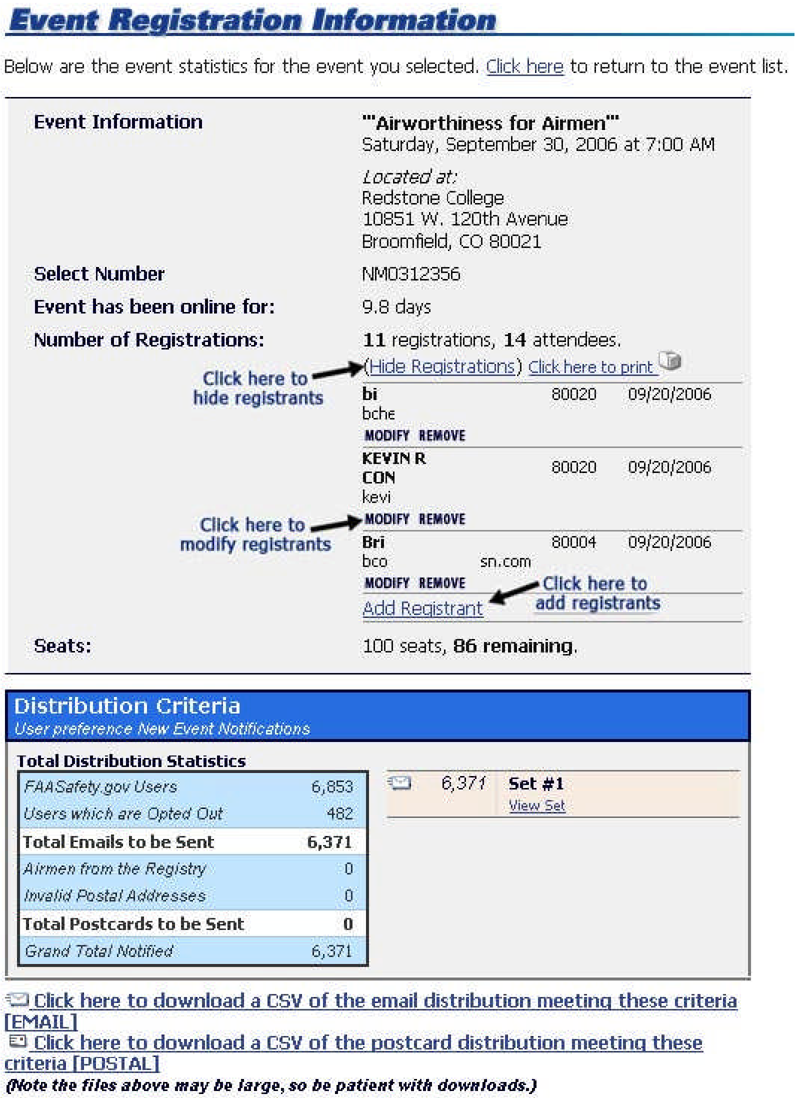
3.3 – Event Registration Administration

Event administrators can add or remove users from the event registration. Using this tool will send an email to the registered users (if desired). By clicking on the Event Registration Icon, you will be presented with an Information screen as show below.





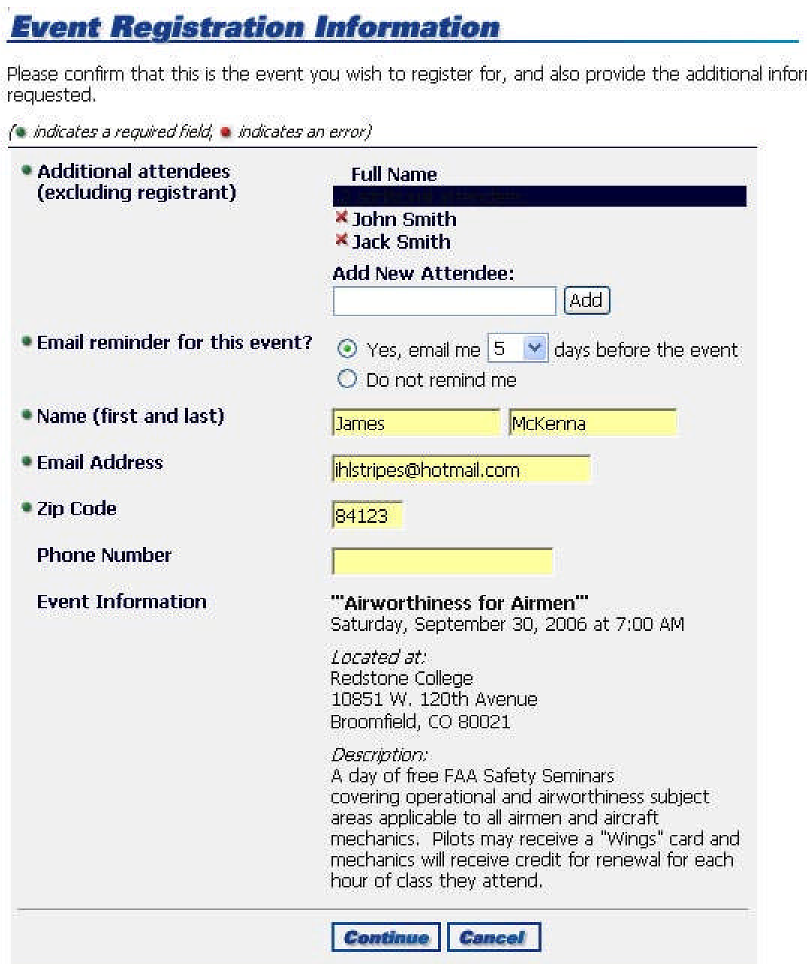
By clicking on the Show Registrations, you will be able to view all registrants for the event and will be able to modify, remove, or add registrants for that particular event.



Clicking on the Hide Registrations, you will only be presented with Event Information and Selection Statistics.

Clicking on the Modify link **below** a particular user name will allow you to add or modify registrants under that user. In the case of a SPANS user, the event administrator will only be able to modify the additional attendees and the phone number. If the registrant is not a SPANS user and registered publicly, the event administrator will additionally be able to modify the name, email address, and zip code.

As an Administrator, you can also remove registrants by clicking on the Remove link. Note: Removing the original registrant will also remove any additional attendees that user has under him/her. You can remove any additional attendees individually by clicking on the Modify link and then clicking on the ✖, next to each additional attendee. Note: As soon as you click on the ✖ the user will be removed.



Event Registration Information

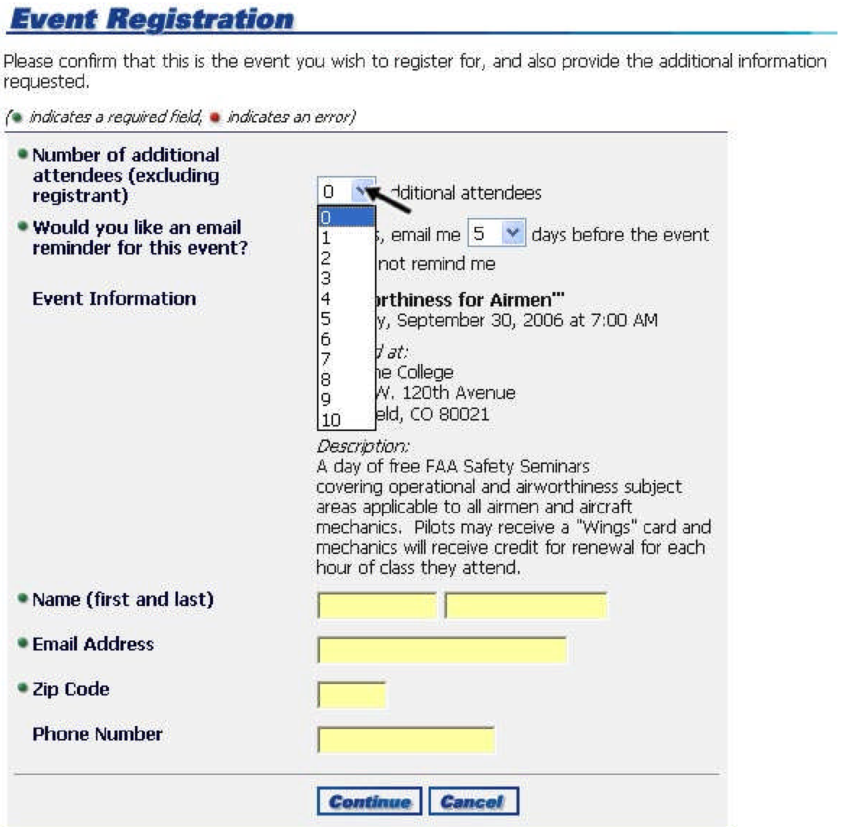
Please confirm that this is the event you wish to register for, and also provide the additional information requested.

(indicates a required field, indicates an error)

Additional attendees (excluding registrant)	**Full Name** John Smith Jack Smith **Add New Attendee:** [Add]
Email reminder for this event?	Yes, email me 5 days before the event Do not remind me
Name (first and last)	James McKenna
Email Address	ihlstripes@hotmail.com
Zip Code	84123
Phone Number	
Event Information	**"'Airworthiness for Airmen'"** Saturday, September 30, 2006 at 7:00 AM *Located at:* Redstone College 10851 W. 120th Avenue Broomfield, CO 80021 *Description:* A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.

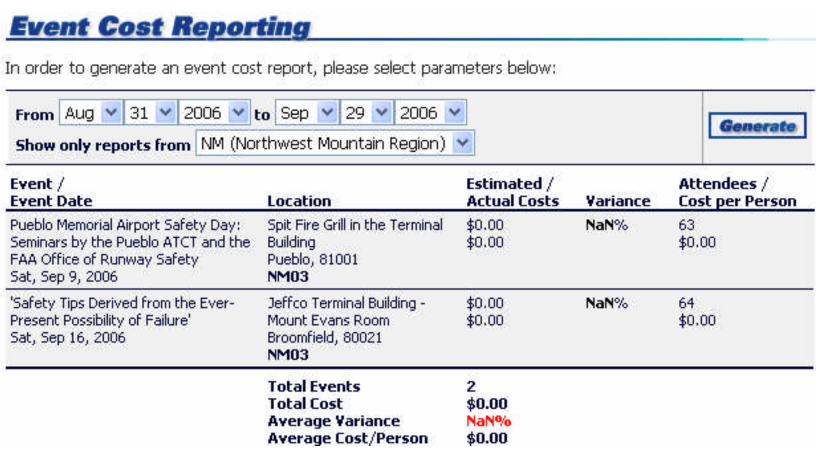
Continue Cancel

The event administrator can also add more additional attendees by clicking on the "Add More Registrants" and using the drop-down to select the number of additional registrations. No email notification will take place after modification. Event administrators will not be able to add more than 10 total additional attendees to any single registration, nor will they be able to add more total registrants plus attendees than the current number of publicly available registration seats.



3.4 – Event Cost Reporting

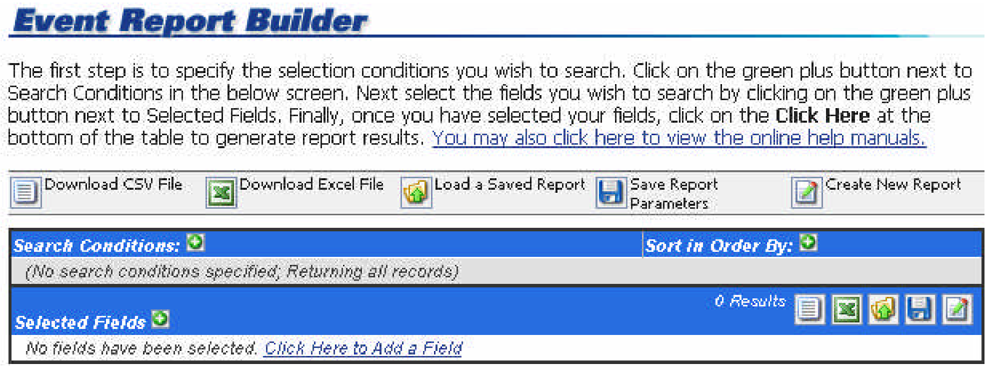
This report will provide information on events and their estimated/final costs. You will need to provide a date range and the region or district. Click on **"Generate".** The results are determined by their region and the date range selected.



3.5 – Event Report Builder

To begin building a search select the link **Event Report Builder** from the left hand navigation under Event Management.

First step is to specify the search conditions you wish to search. Click on the green plus next to Search Conditions in the below screen.



When you click on the green plus you will be presented with a screen to add a search condition to this report, first select the **Data Source** and **Field Name** below. Next, select what operation you would like to do on that field, such as "equals" or "less than" and type in the value you wish to compare against in the **Value** field on the right.

For instance, if you want to search Events for Event Date greater than or equal to April 13, 2006 you would make the following selections:

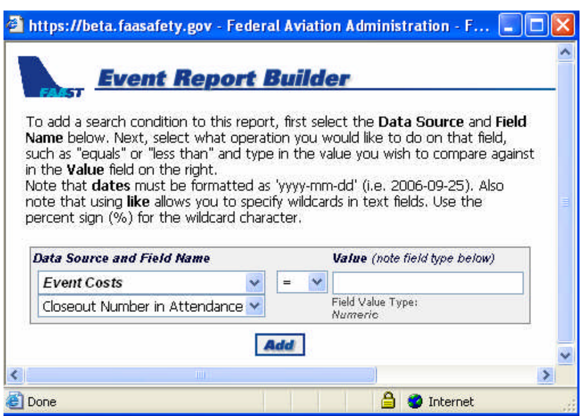
Event (in the first drop down)

Event Date (in the second drop down)

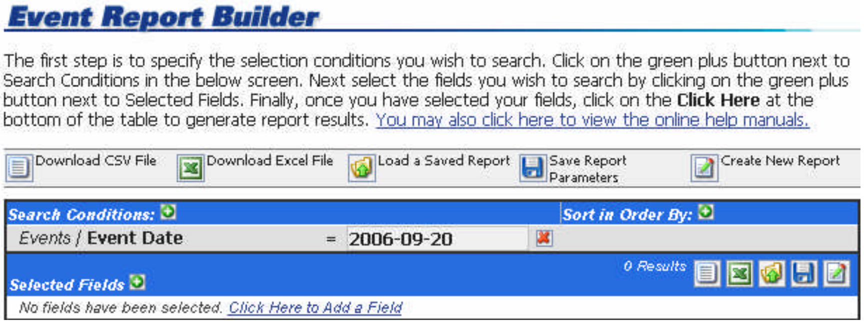
>= (in the middle drop down) (**!= is not equal to**)

Enter the date in the Values field (Note that **dates** must be formatted as 'yyyy-mm-dd' i.e. 2006-09-25. Also note that using **like** allows you to specify wildcards in text fields. Use the **percent sign (%) for the wildcard character**.

After completing all fields, click on the "**ADD"** button. You can then close the window.

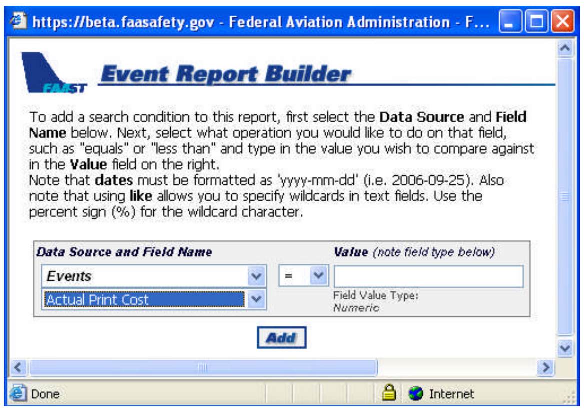


Now that you have selected the Search Condition next you will select the fields you wish to search. Click on the green plus next to Selected Fields as show below.

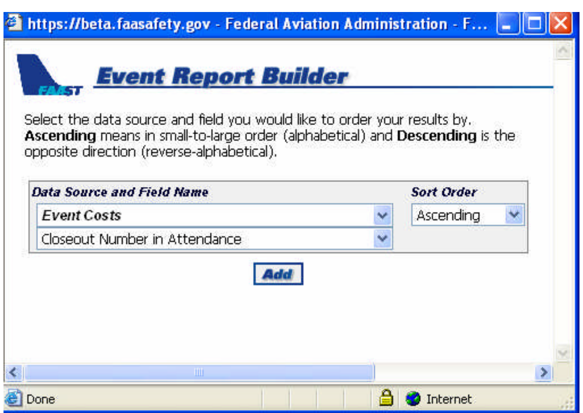


You will be presented with a screen as shown below. Select the **Data Source** you would like and then the **Field Name** below. Press the "Add" button to add your selected field to your report. To select multiple fields, hold down the CTRL key as you click fields. After you have selected the fields you would like to search click on the ADD button. Then close the window.

* note if you select a large number of fields, your browser will not be able to display all fields on your screen and you will have a horizontal scroll bar.



Now you can select which fields you would like your search to sort by. Click on the green plus next to Sort in Order By: as show below.



Then simply select the Data Source and Field Name you wish to sort by and then select either Ascending or Descending order. Then click on the ADD button and click to close the window.

Now that you have defined your search parameters, click on the link to generate report results, **Click Here**

You can then add other fields if you would like, you can also delete any fields by clicking on the red next to any field.

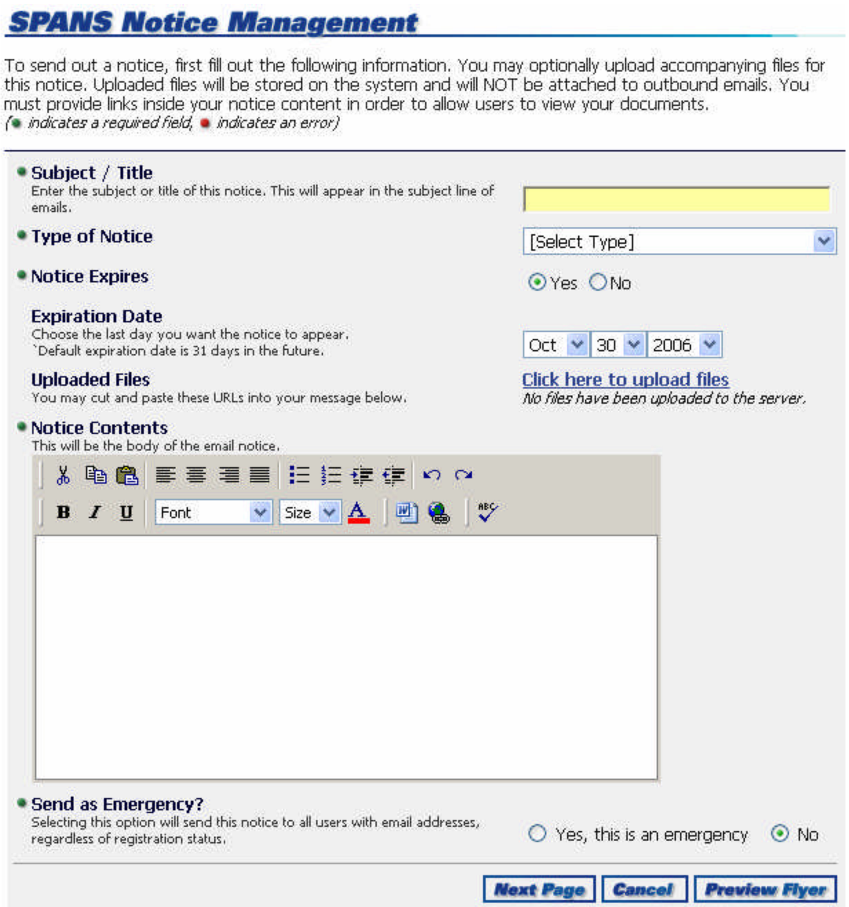
3.6 - Notice Management

Depending on the administrators permissions the below link may be available.

3.6.1 - Create a New Notice

Unlike events, notices may not be saved "in-progress". You must complete the entire notice in one session.

You can send out a notice to registered users of the site. When you click on this link you will be presented with a form with the following fields.



The Send a Notice feature uses the same HTML editor as the event creation feature. Please see the "HTML Editor" section for more information on how to use the editor.

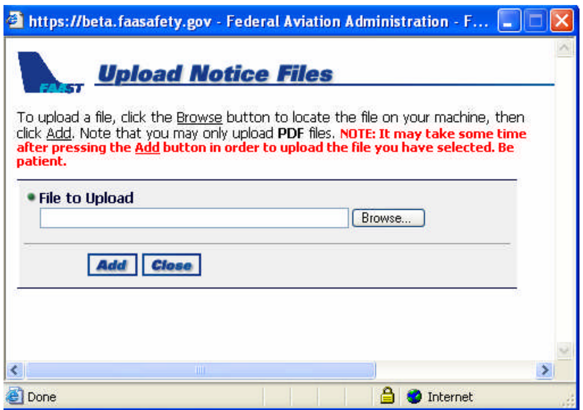
Subject / Title- The title of the notice, which also appear as the subject line of the email sent.

Type of Notice- The notice types are set by the National Safety Program Manager. You can select from current list of types.

Notice Expires- You select either **Yes** or **No**. If you select yes, you can select a date to have the notice removed. If you select no, the notice will never automatically expire. You can manually remove the notice.

Expiration Date- This field allows you to select on which date the notice will expire and be removed from the system. The notice **will expire at 12:00 am** on the date which you select. The default date is set 31 days from the date you create the notice.

Uploaded Files- You have the ability to upload files to the server that will be sent as hyperlinks in the notices. By clicking on the "Click here to upload files" link, you can then browse your computer for the files you want to upload, and then add links to the uploaded files to the notice contents. See image below.



Notice Contents- This is the text fields to type in the content of the notice.
Send Emergency- This is selected as a "**Yes**" or "**No**". If yes, all registered users will be sent the email notice.

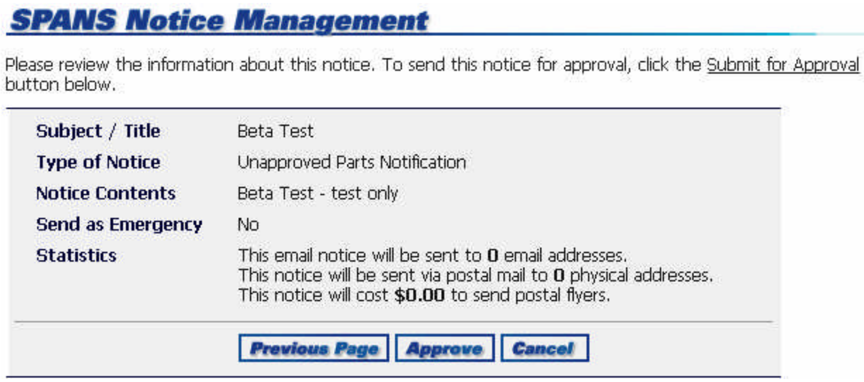
Please check with your supervisor before ever labeling a notice as an emergency.

After completion of the fields, you can then select the "**Next**" , "**Cancel**" or "Preview Flyer" buttons. If you select the "**Next**" button you will be taken to a form that will allow you the ability to select the distribution criteria as described in Create an Event section. Then by clicking on the "**Next**" Button, the notice will be sent to the distribution list selected. The distribution criteria functions very similar to the sending of events to airmen. There are no restrictions on the use of zip codes in the notice section.

For more information on the use of the selection criteria, see the appropriate section under event creation. Note that selecting criteria for notices will not restrict you to having a minimum of 200 airmen before sending the notice.

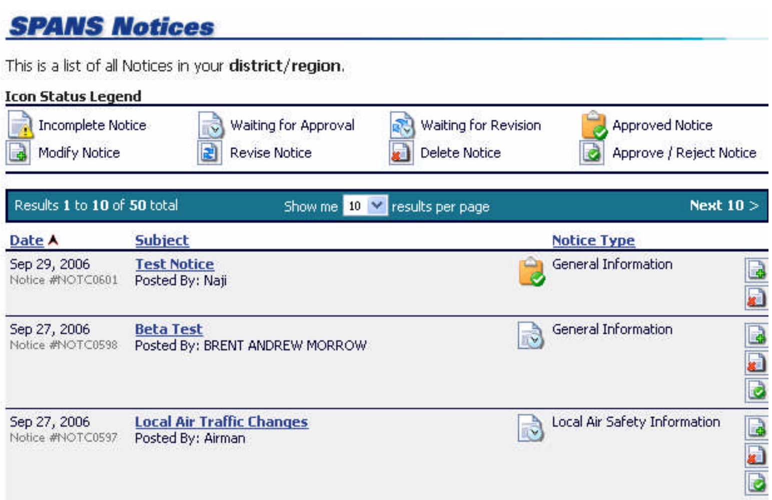
After selecting the distribution criteria, clicking on the "**Next**" Button will allow you will come to the Submit for Approval page as show below.

*note if you have permission of an RFPM or higher you will get an **"Approve"** button in place of the **"Submit for Approval"**.



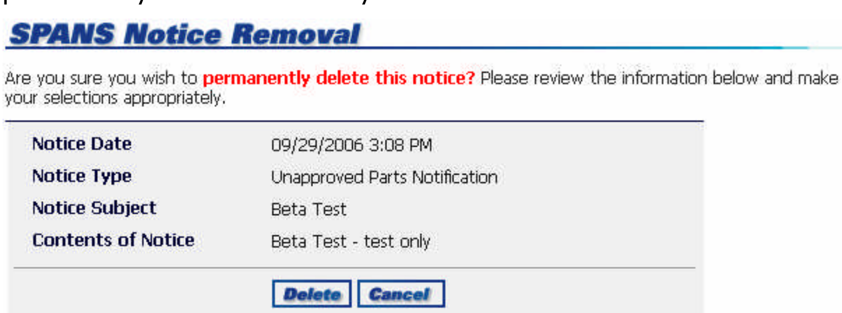
3.6.2 – Modify or Revise a Notice

For RFPM's and higher, you will have the option to Modify, Revise, Delete, or Approve a Notice that has been completed. Depending on the status of the Notice the appropriate icon will be listed to the Right of the particular Notice.



If you select to Modify a Notice you will be presented with the same pages as when you create a notice. You will be able to **modify a live notice**. After modifying the notice page click on the approve button. The updated notice will be posted on the site.

If you choose to Delete a notice, you simply click on the "Delete" icon and you will be presented with a confirmation screen to delete the icon. If you click on the "Delete" button the notice will be permanently delete from the system.

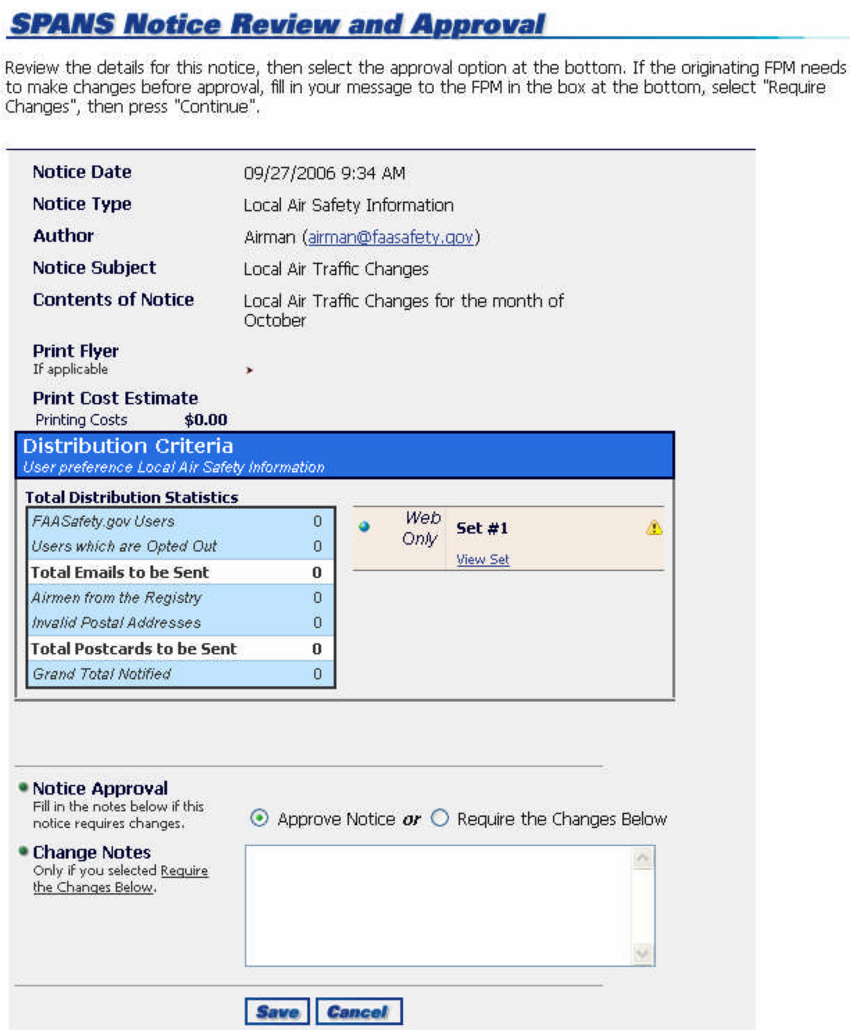


3.6.3 - Approve a Notice

Notices will not be sent after the final page (unless you are an RFPM or higher), instead, an email will be sent to an administrator of the current user (unless the current user is an RFPM or higher) indicating that a new notice needs to be approved.

Unlike events, notices may not be saved "in-progress". You must complete the entire notice in one session.

Administrators will have the ability to review notices submitted by user under their direction. After reviewing, administrators can either accept, or reject the notice. There is a text box for administrators to provide feedback on items or areas that need to be modified before the notice will be approved, if the notice is rejected, an email will be sent to the submitter notifying them of the changes that need to be made. If the notice is approved, the submitter will receive an approval email.



3.6.4 - Creating Notice Groups

The first step to creating a new notice group is to contact Gold Systems through Jim Pyles and the Region and District of the new group can then be created.

After the group is created you can then follow the below steps.

3.6.5 – Notice Permission

When providing permission for notices you can create users who only has the ability to Create (modify) notices or you can also provide permission to Approve or Decline notices. *note only users with permission to manage users and who have the permission can add permissions to other users.

Under the User Management you can provide permissions as below.

Creator (modify) select under Notices, the particular Notice type (for instance SPANS Notices, ATC Notices, etc)

Notice Management (Approve/Decline) select the above permission and also provide under SPANS Management Notice-Management. You must also modify the User Type to Be RFPM.

*note that creators or approvers of notice types cannot modify live notices. Only administrators have the ability to modify live notices.

3.6.6 – Creating a Notice Type

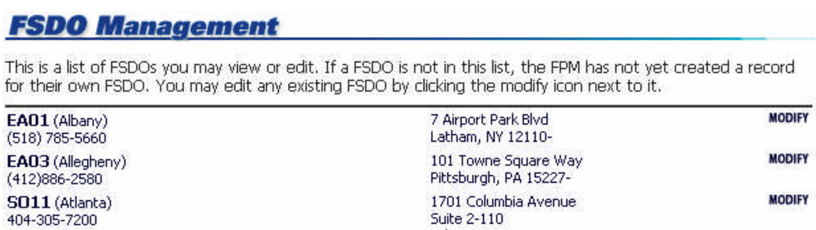
In order for a user to create a notice there must be a notice type which corresponds to their Region and District. For instance, If you would like a user to be able to send NACO notices, the user must have the proper permission as well as have the correct Region or District selected, NC (NACO Region) or NC1 (NACO District). Only an administrator can create a notice type under Content Management and then the link, Notification Type Management. When creating the Notice Type, you must check the appropriate permission and then click on Save. Only these Notice Types will be offered when the user creates a notice.

After you have correctly set the permission and provided a Notice Type that corresponds to the District or Region will the notice creator be able to create and modify notices.

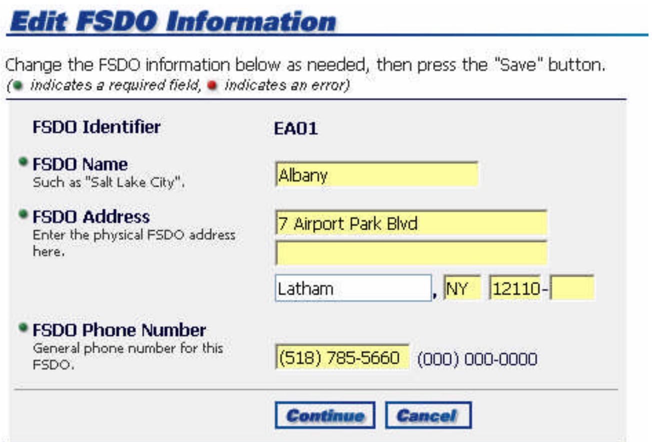
3.7 – Content Management

3.7.1 – List FSDO's

This will provide a list of FSDOs you may view or edit. If a FSDO is not in this list, the FPM has not yet created a record for their own FSDO. You may edit any existing FSDO by clicking the modify icon next to it.



You can then edit the FSDO information and click on **"Continue"** then by clicking on the **"Save"** button on the next page

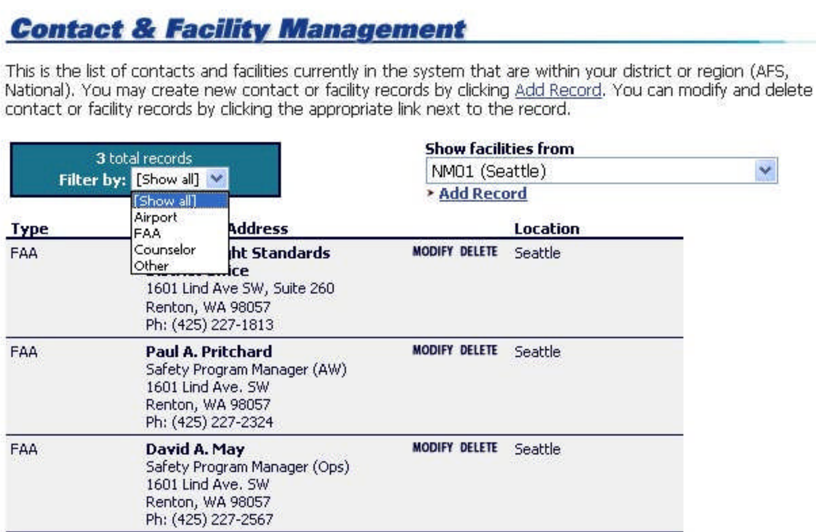


3.7.2 – Local Contact and Facilities

This section will list facilities currently in the system that are within the district or region of the administrator that is logged in. you can filter by the following categories:

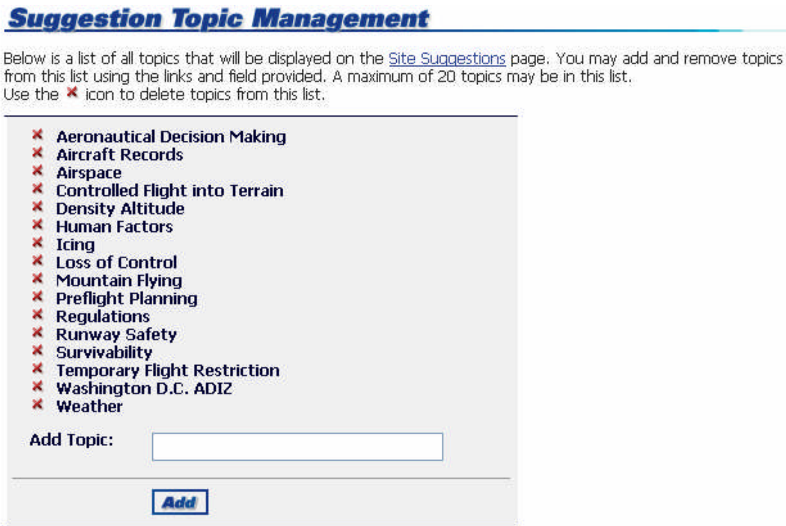
All
Airport
FAA
Counselor
Other

You can also add a facility by clicking on the **"Add Record**" link. You will then complete the following form and click on the **"Save"** button.



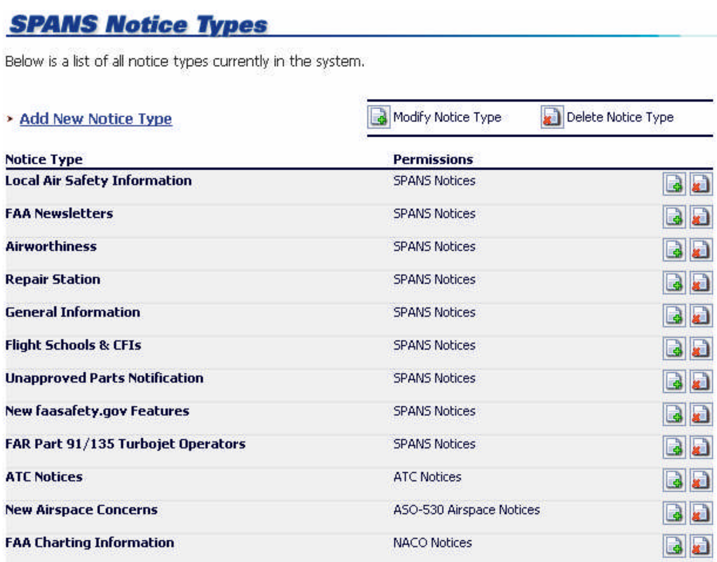
3.7.3 – Seminar Suggestion Topics

This feature allows administrators an interface to add and remove items from the Site Suggestion page.

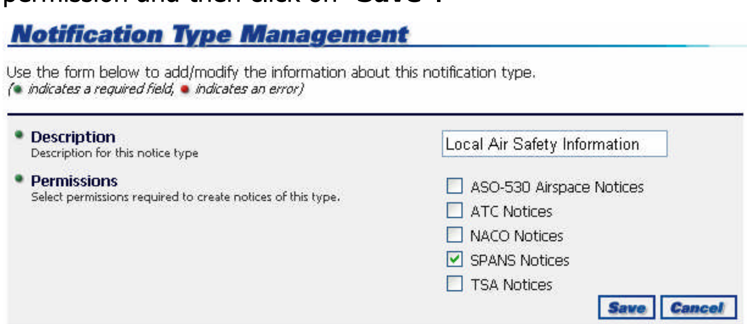


3.7.4 – Notification Type Management

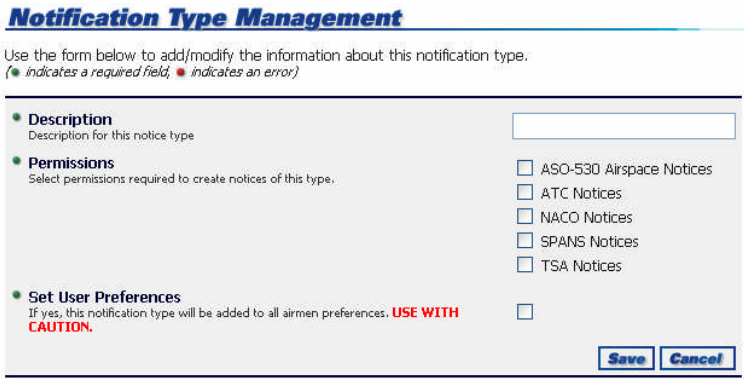
This feature allows administrators the ability to manage notice types. It also provides the ability to **"Add New Notice Type"**.



To manage a notice type simply click on the Modify button and then modify the description and the permission and then click on **"Save"**.



To **"Add New Notice Type"** click on the link and the complete the form and click on **"Save".**



Notification Type Management

Use the form below to add/modify the information about this notification type.
(• indicates a required field, • indicates an error)

• Description
Description for this notice type

• Permissions
Select permissions required to create notices of this type.

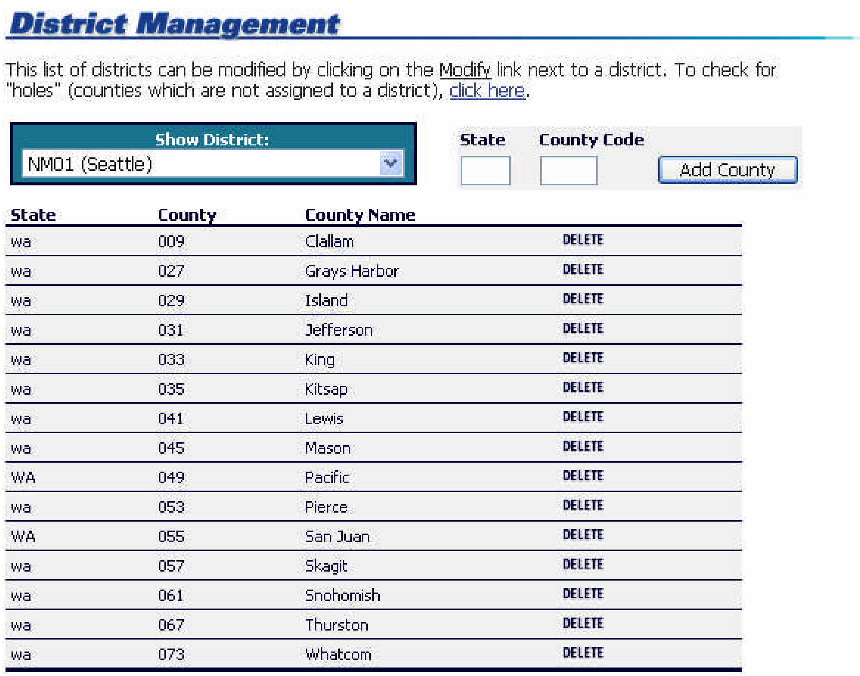
☐ ASO-530 Airspace Notices
☐ ATC Notices
☐ NACO Notices
☐ SPANS Notices
☐ TSA Notices

• Set User Preferences
If yes, this notification type will be added to all airmen preferences. USE WITH CAUTION.

Save Cancel

3.7.5 - District Management

To manage the district simply select a district from the drop down list, you will them be presented with the below screen where you can add a county. You can also check for "holes" (counties which are not assigned to a district) by clicking on the link in the top header.



District Management

This list of districts can be modified by clicking on the Modify link next to a district. To check for "holes" (counties which are not assigned to a district), click here.

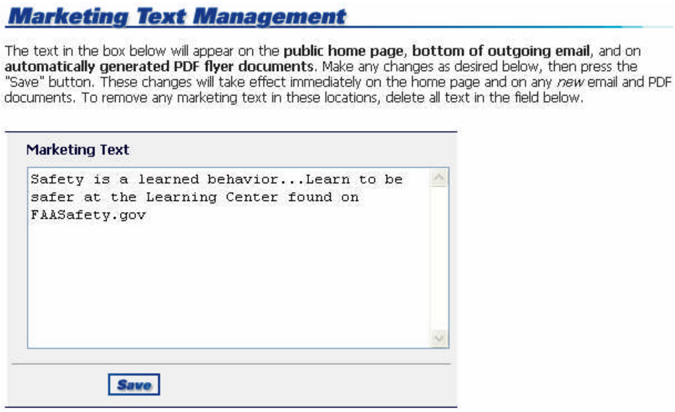
Show District: NM01 (Seattle)

State County Code Add County

State	County	County Name	
wa	009	Clallam	DELETE
wa	027	Grays Harbor	DELETE
wa	029	Island	DELETE
wa	031	Jefferson	DELETE
wa	033	King	DELETE
wa	035	Kitsap	DELETE
wa	041	Lewis	DELETE
wa	045	Mason	DELETE
WA	049	Pacific	DELETE
wa	053	Pierce	DELETE
WA	055	San Juan	DELETE
wa	057	Skagit	DELETE
wa	061	Snohomish	DELETE
wa	067	Thurston	DELETE
wa	073	Whatcom	DELETE

3.7.6 - Marketing Text Management

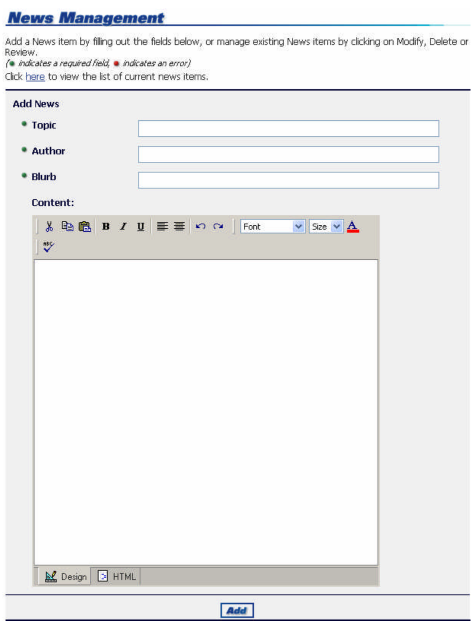
This feature allows administrators the ability to create text that will appear on the public home page, bottom of outgoing email, and on automatically generated PDF flyer documents. Make any changes as desired below, then press the "Save" button. These changes will take effect immediately on the home page and on any *new* email and PDF documents. To remove any marketing text in these locations, delete all text in the field below.



3.7.7 - New (Hot Topics) Management

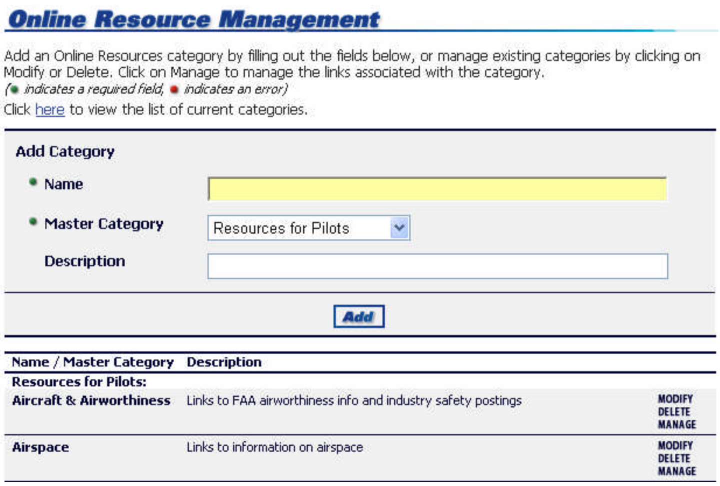
News Management provides the ability of administrators to update the new blurb on the home page of the FAASafety.gov site. The news posting is found in the lower left hand corner under the public links. The two most current news items posted shows up on that home page. Users can link to all news items from that page or from the "News" link in the top navigation.

To add a news item, complete the below fields and then click on **"Add"**, you will then be able to review and **"Save"** the news item.



3.7.8 - Online Resource Management

This feature allows administrators the ability to create Online Resources. Administrators can add an Online Resources category by filling out the fields below, or manage existing categories by clicking on Modify or Delete. Click on Manage to manage the links associated with the category.

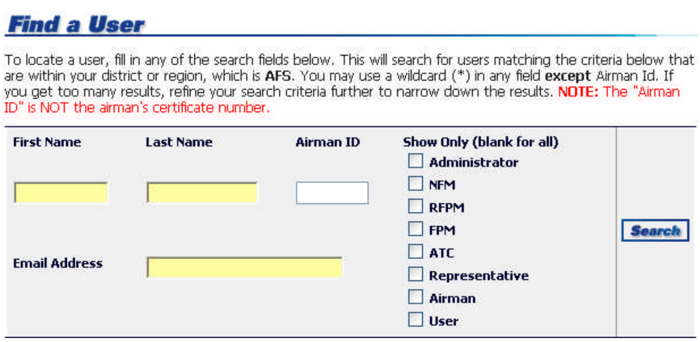


3.8 - User Management

Depending on the administrators permissions the below link may be available.

3.8.1 - Find a User to Manage

From this link you will have the opportunity to search for a user in your region by completing any or all of the following fields and then by clicking the "**Search**" button.



If you would like to do a database search by a single initial, for instance "a", you can do so by putting in an asterisk (*) after the first initial in the name field and clicking on the "**Search**" button.

You can also check if you want to only show a specific type of user, such as an Airmen or REPRESENTATIVES, etc.

After finding the user that the administrator is looking for, they can then either "**modify**" or "**delete**" that user.

Only site administrators can "**delete**" users from the site. If you do not have permission to delete a user, this link will not appear.

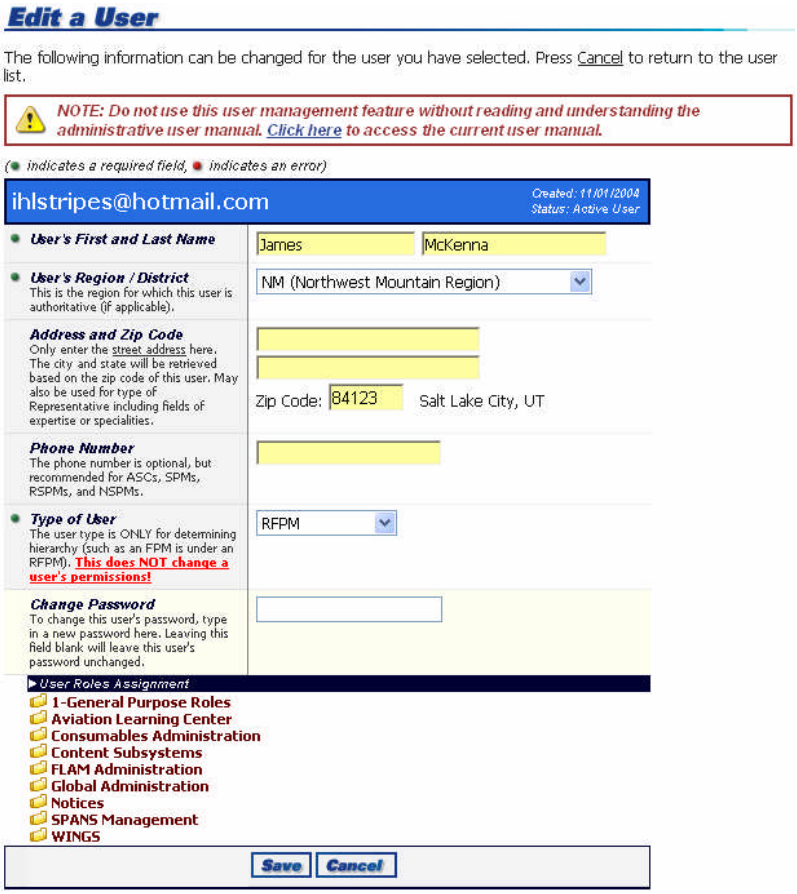
3.8.2 - Modify/Edit a User

You can modify the fields below for users under your direction: Please note, changing the "Type of User" field does not change that user's permission. Please see Permissions below to modify the user's roles and permissions.

***In order for the system to correct approve events and notices, if you assign a user the permission of an FPM, their role must also be an FPM (the same is true for representatives, etc.)**

From the Edit a User screen, you can modify the users name, region/district, address, zip code, phone number, type of user and password.

If you modify the type of user, for instance, if change the user type to FPM, you must then select a district or region that corresponds with that user.



3.8.3 - Permissions/User Roles

***If you do not know which permissions you need to add for a particular user, please select the default roles (General Purpose Roles) or contact your administrator or Jim Pyles.**

You can manage the user's permission under the Users Roles Assignments. There are various Roles that a user may be assigned. By clicking on any of the folder icons, you can then view which permissions in each category are available.

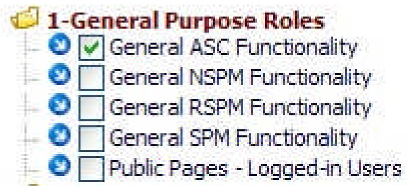
You are only allowed to provide users the same roles/permissions (or less) as you are currently assigned.

General Purpose Roles-
The General Purpose Roles are roles in which the general managers, for instance REPRESENTATIVES, FPM, RFPM, or NFM, have assigned as their default roles. Use this area if you are assigning a user with the general or typical roles they would have in their position, for instance select FPM if the user

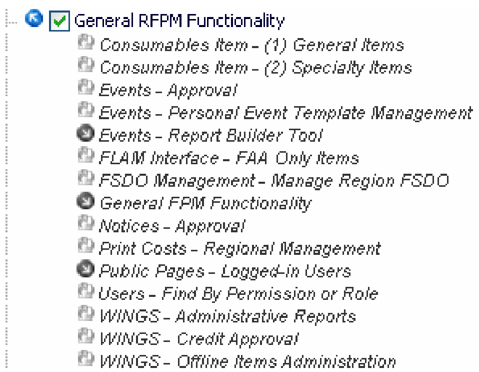
you are modifying is an FPM and this user does not need access to anything outside of the normal FPM responsibilities.

Each of the areas below General Purpose Roles are roles that are assigned individually, many of these roles may be assigned to a user by selecting the General Purpose Roles above, for instance RFPM's by default are provide access to user management, reporting, and other areas of the site that can be individually assigned to a user. If you would like to assign additional roles to a particular user you can do this on an individual bases by assigning the roles below.

*Note, the Public Page – Logged-in Users should always be checked by default, if this is not checked, logged in users will not have access to view logged in pages.



Under each of the roles, if you expand the you will then see all permission under that particular role as show below

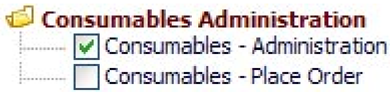


Aviation Learning Center-
These roles pertain to the learning center, you can allow access to be a document author or approver in the ALC Library, or you can select the user to be a course creator, approver or administrator in the ALC Course. You can also select the user to have access to ALC general reporting.

*Note, the ALC Courses – General Public Functionality should always be checked by default, if this is not checked, logged in users will not have access to view ALC pages.

Consumables Administration-
By selecting this role, you can allow the user to have access to manage the FAASafety.gov consumables.

*Note, the Consumables – Place Order should always be checked by default, if this is not checked, users will not be able to place orders.



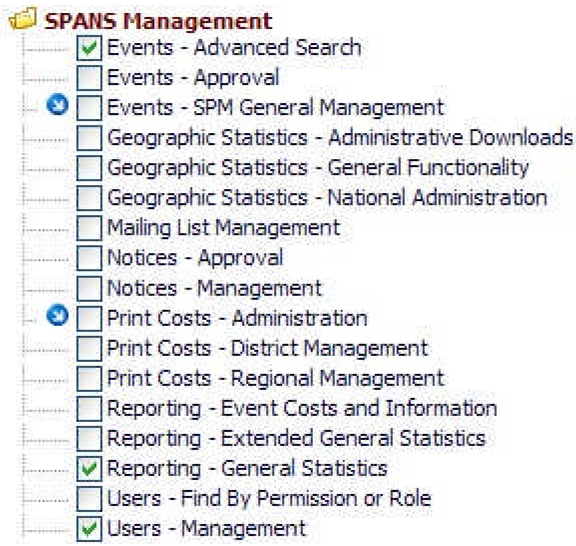
Content Subsystems-
This area pertains to managing content on the FAASafety.gov system such as news items, the highlights section on the home page, hot topics, online resource management, seminar suggestion topic management, and notification type management.

FLAM Administration-
This area is for future development and these roles do not pertain to a current section of the site, but have been created for future development of the FAASafety.gov system.

Global Administration-
These roles pertain to the administration of the FAASafety.gov, specifically to providing full administrative functionality as well as access to permission and role management and search engine management.

Notice Management-
These roles pertain to the administration of the FAASafety.gov, notices. Each of the notice management areas can send notices based on which group they belong to.

SPANS Management-
These roles pertain to SPANS management including access to administrative reporting, mailing list management, geographical statistics on user and events, notice management, and other administrative roles on the FAASafety.gov system.



3.8.4 – Delete

You can delete a user from the site. If you click on the "**Delete**" link, you will be presented with a page that asked you to confirm the deletion. If you click the "**Delete**" button, that user will be deleted from the site.

Use the permanently delete feature with caution! Check with a supervisor before ever using the delete function. This feature will delete all events, notices, and event costs that were originated by the selected user. This data cannot be recovered once deleted.

3.9 – User Statistics Report

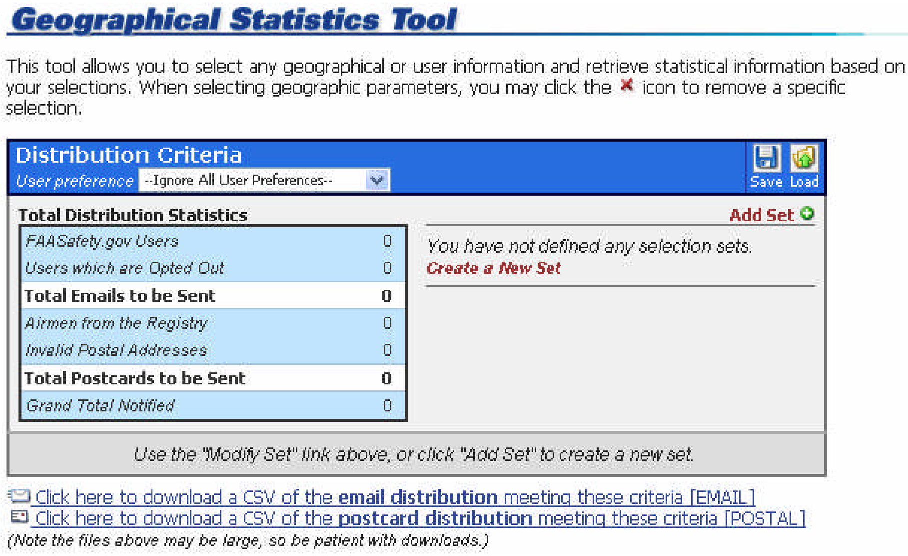
The User Statistics Report provides a snap shot of the current use of the FAASafety.gov system.

3.10 – FAASafety.gov Tools

3.10.1 – Geographical Statistics Tool

The geographical Statistics Tool is very much like the "*Distribution Criteria Selection*" tool that is used when adding a new event. Using this tool you can calculate the number of airmen that fit the specified criteria. This tool is only available to those with permission of RFPM and higher.

*note, only RFPM's and higher will have the links to down the statistics to a CSV file.



A selection can be made using any number or combination of Zip Codes, Counties, or States to generate the geographical area from which you want to draw your results. This area can then be narrowed by the Certificates and Ratings, and /or User Types of the specific users you are searching for.

To view the full capabilities of the Distribution Criteria please see **Selecting Distribution Criteria in section 3.2.2.1**

3.10.2 - Mailing List Manager

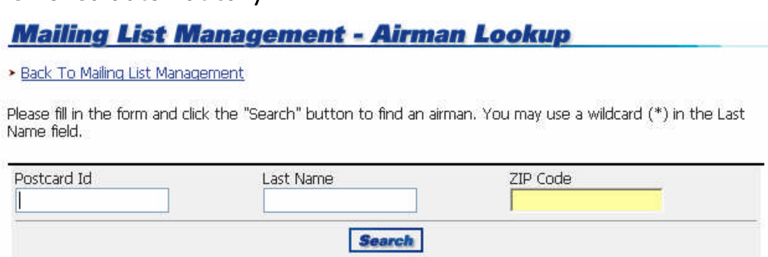
The Mailing List Manager utility allows administrators the ability to remove airmen from any printed material originating from the FAASafety.gov. Airmen can be removed because of a returned postcard or due to a request from the airman to not receive mailings any longer.

From the link, "Mailing List Manager" under FAASafety.gov Tools, you will have two options, "Search for Airman to remove from the mailing list", and "View the list of Airmen that have been removed from the mailing list".

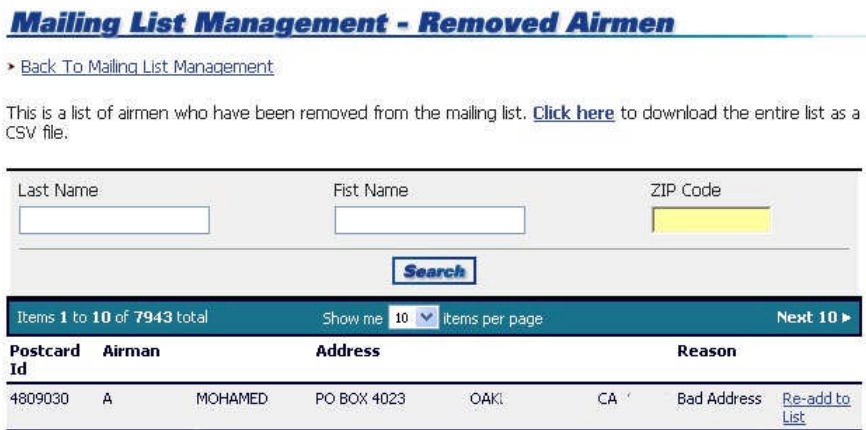
Search for Airman to remove from the mailing list
From this link you will have the option of searching for airman by Last Name and Zip Code, just by Zip Code or by the Postcard Id (this Id will be on each returned postcard). The Postcard Id can be entered using the bar code scanner, or by manually entering the Postcard Id from the return postcard.

If you search for airman manually by Postcard Id, you can then remove the user by simply clicking on the Remove link and selecting a reason why the airman is being removed and then by clicking on Continue.

If using the bar code scanner, you scan the Postcard Id, scan the reason and the airman will be removed automatically.



View the list of Airmen that have been removed from the mailing list
By clicking on this link, you will be displayed a list of airmen that have been removed from the mailing list and have the option of downloading this list to a CSV (comma separated value) file. You can re-add this airman to the list by clicking on the link, "Re-add to list"



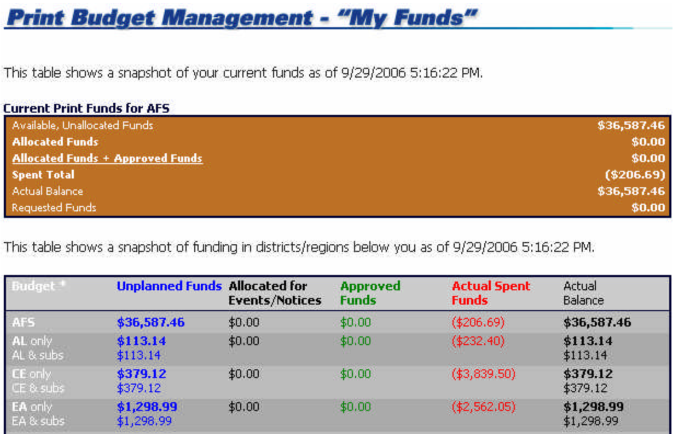
3.11 - Print Budget Management

This will allow the National Safety Program Manager to specify the national mailing budget, and allow RFPM's and FPM's the ability to manage their budget. The budget will be automatically maintained by the system and track, costs and remaining funds available on a local, regional, and national scale.

After the NFM adds funds the RFPM will need to distribute funds to their individual districts. This will be accomplished through the use of the Print Budget Management. Depending on your permissions you will be able to access the various links below.

3.11.1 - My Funds

The **My Funds** screen will allow administrator to see a "snapshot" of their current funds as of the current date.



Print Budget Management - "My Funds"

This table shows a snapshot of your current funds as of 9/29/2006 5:16:22 PM.

Current Print Funds for AFS

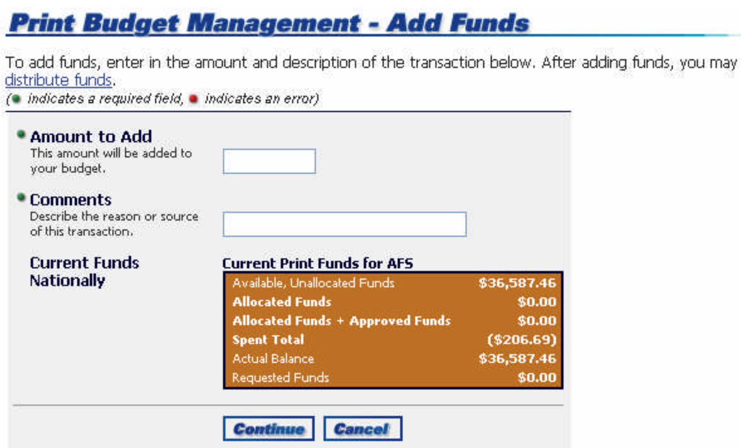
Available, Unallocated Funds	$36,587.46
Allocated Funds	**$0.00**
Allocated Funds + Approved Funds	**$0.00**
Spent Total	**($206.69)**
Actual Balance	$36,587.46
Requested Funds	$0.00

This table shows a snapshot of funding in districts/regions below you as of 9/29/2006 5:16:22 PM.

Budget *	Unplanned Funds	Allocated for Events/Notices	Approved Funds	Actual Spent Funds	Actual Balance
AFS	$36,587.46	$0.00	$0.00	($206.69)	$36,587.46
AL only AL & subs	$113.14 $113.14	$0.00	$0.00	($232.40)	$113.14 $113.14
CE only CE & subs	$379.12 $379.12	$0.00	$0.00	($3,839.50)	$379.12 $379.12
EA only EA & subs	$1,298.99 $1,298.99	$0.00	$0.00	($2,562.05)	$1,298.99 $1,298.99

3.11.2 - Add Funds

This function allows the NFM to add funds, after this the RFPM will need to distribute funds to their individual districts.



Print Budget Management - Add Funds

To add funds, enter in the amount and description of the transaction below. After adding funds, you may distribute funds.

(• indicates a required field, • indicates an error)

Amount to Add
This amount will be added to your budget.

Comments
Describe the reason or source of this transaction.

Current Funds Nationally

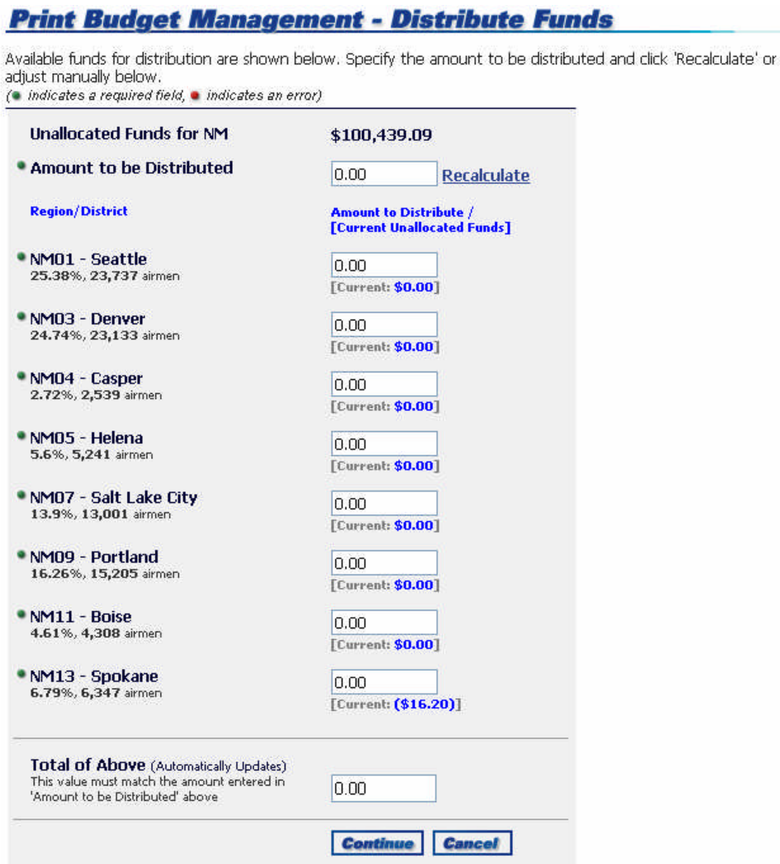
Current Print Funds for AFS

Available, Unallocated Funds	$36,587.46
Allocated Funds	**$0.00**
Allocated Funds + Approved Funds	**$0.00**
Spent Total	**($206.69)**
Actual Balance	$36,587.46
Requested Funds	$0.00

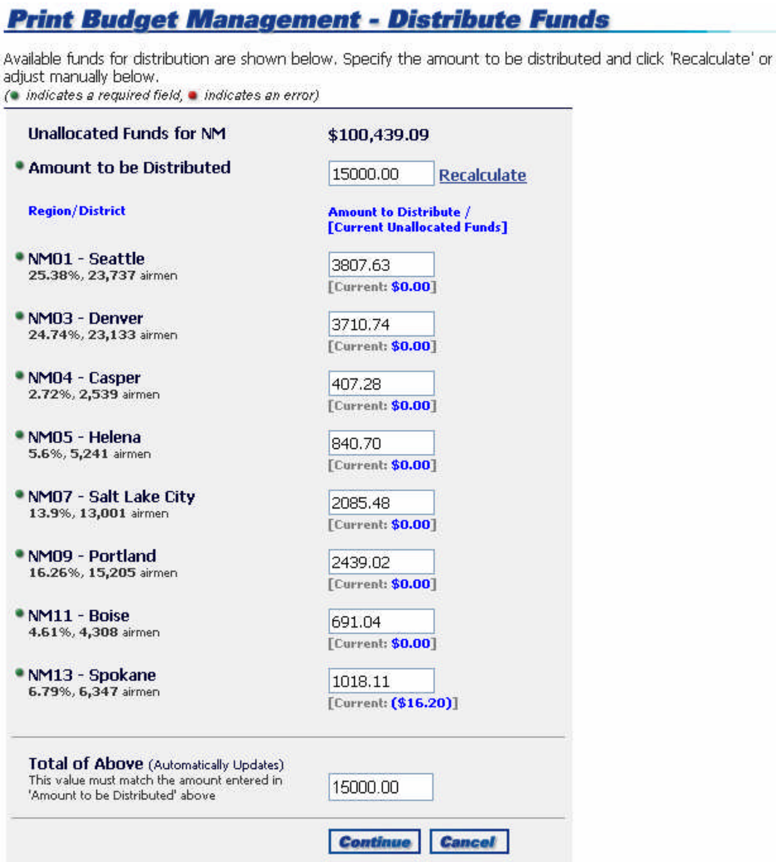
Continue Cancel

3.11.3 - Distribute Funds

The **Distribute Funds** screen will allow administrators the ability to allocate funds for their various regions or districts. *note the numbers illustrated below are not actual and are only for demonstration purposes. This screen will also show the administrator the percentage of airmen as well as the number in each district. This screen will also show current funds already allocated to each district.

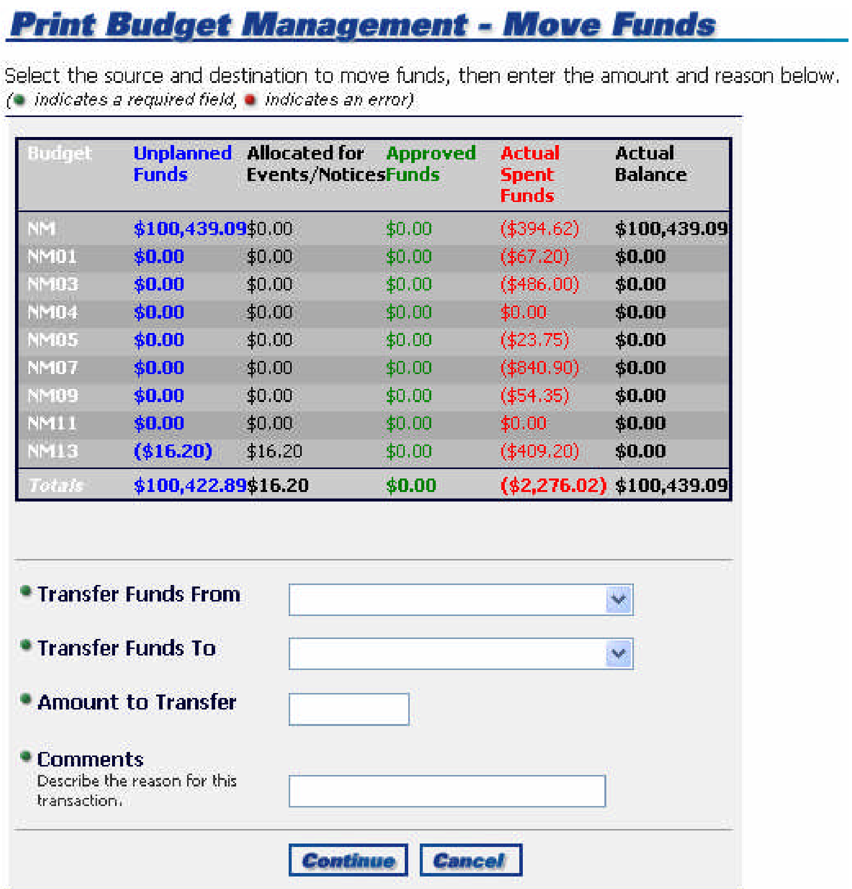


The administrator will enter an amount in the Amount to be Distributed field. The administrator can then click on the Recalculate button which will evenly distribute the amount to be distributed based on the number of airmen in each region. The administrator can also simply enter amounts in the fields next to the region or district and distribute those funds. The Total amount cannot exceed the Amount to be Distributed. After verifying the amounts are correct, the administrator will click on the Continue button which will present a screen for the administrator to verify the action and then Confirm the action.



3.11.4 - Move Funds

The **Move Funds** screen will allow the administrator the ability to transfer funds from one district (region). Only funds that are Unallocated can be transferred. After verifying the amounts are correct, the administrator will click on the Continue button which will present a screen for the administrator to verify the action and then Confirm the action.



Print Budget Management - Move Funds

Select the source and destination to move funds, then enter the amount and reason below.
(● indicates a required field, ● indicates an error)

Budget	Unplanned Funds	Allocated for Events/Notices	Approved Funds	Actual Spent Funds	Actual Balance
NM	$100,439.09	$0.00	$0.00	($394.62)	$100,439.09
NM01	$0.00	$0.00	$0.00	($67.20)	$0.00
NM03	$0.00	$0.00	$0.00	($486.00)	$0.00
NM04	$0.00	$0.00	$0.00	$0.00	$0.00
NM05	$0.00	$0.00	$0.00	($23.75)	$0.00
NM07	$0.00	$0.00	$0.00	($840.90)	$0.00
NM09	$0.00	$0.00	$0.00	($54.35)	$0.00
NM11	$0.00	$0.00	$0.00	$0.00	$0.00
NM13	($16.20)	$16.20	$0.00	($409.20)	$0.00
Totals	$100,422.89	$16.20	$0.00	($2,276.02)	$100,439.09

● Transfer Funds From

● Transfer Funds To

● Amount to Transfer

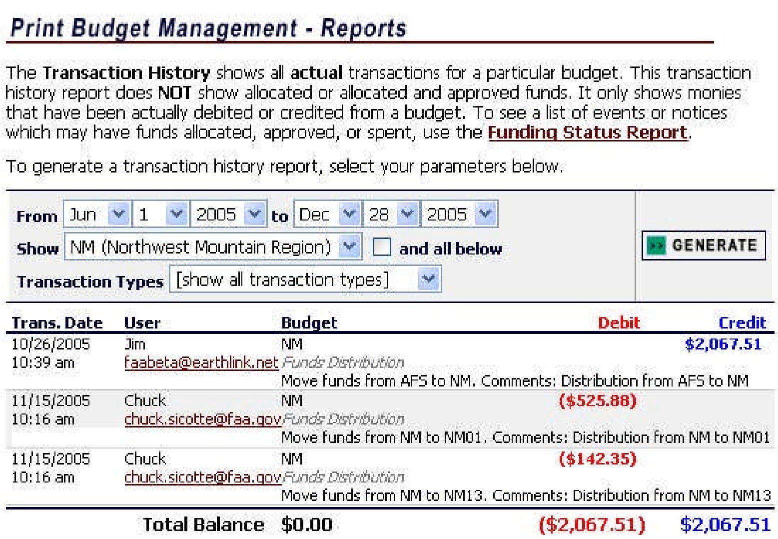
● Comments
Describe the reason for this transaction.

Continue Cancel

Administrators will have two reports available, **General Ledger** and **Funding Status**.

3.11.5 - Transaction History Report

The Transaction History Report will provide the administrator with transactions based on the dates selected by the administrator. The Report will default to the last seven days from the current date. The administrator will also be able to select specific regions or districts as well as the ability to download the report as a CSV file.



Print Budget Management - Reports

The **Transaction History** shows all **actual** transactions for a particular budget. This transaction history report does **NOT** show allocated or allocated and approved funds. It only shows monies that have been actually debited or credited from a budget. To see a list of events or notices which may have funds allocated, approved, or spent, use the Funding Status Report.

To generate a transaction history report, select your parameters below.

From Jun 1 2005 **to** Dec 28 2005
Show NM (Northwest Mountain Region) **and all below**
Transaction Types [show all transaction types]
GENERATE

Trans. Date	User	Budget	Debit	Credit
10/26/2005 10:39 am	Jim faabeta@earthlink.net	NM *Funds Distribution* Move funds from AFS to NM. Comments: Distribution from AFS to NM		$2,067.51
11/15/2005 10:16 am	Chuck chuck.sicotte@faa.gov	NM *Funds Distribution* Move funds from NM to NM01. Comments: Distribution from NM to NM01	($525.88)	
11/15/2005 10:16 am	Chuck chuck.sicotte@faa.gov	NM *Funds Distribution* Move funds from NM to NM13. Comments: Distribution from NM to NM13	($142.35)	
	Total Balance	$0.00	($2,067.51)	$2,067.51

3.11.6 – Funding Status Report

The Funding Status Report provides the administrators the ability to view the print cost report. This will show all costs associated to printing based on region or district, by individual event or notice. The administrator must select a funding type (all, allocated, Allocated and Approved, Approved, Approved and Spent, or Spent Only). The administrator must then select a region or district. Then click on Generate and the system will generate the report based on the parameters specified.